

## **Spanish 1110 Section 504**

Instructor: **Diego Deane**

Term: FALL 2023

Office Hours: M/W 5-6 pm (online)

E-mail: Thru Canvas

Credit Hours: 3

**COURSE DESCRIPTION** - Designed for students with little 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.

**REQUIRED TEXTS** Vistas, Seventh Edition.

The digital version of the book and access to the online homework website are provided through RedShelf. In canvas you will see a RedShelf tab under the Syllabus tab on the left. Once you click on that you will be provided a code to redeem to set up your account. Specific instructions will be emailed to you. The cost of this text was included in your student fees.

### **LEARNING OUTCOMES**

The following are based on the national standards for foreign language learners:

1. Students can communicate on very familiar topics using a variety of words and phrases that they have practiced and memorized.
2. Students can present information about themselves and some other very familiar topics using a variety of words, phrases, and memorized expressions.
3. Students can write short messages and notes on familiar topics related to everyday life.
4. Students can often understand words, phrases, and simple sentences related to everyday life.
5. Students can recognize pieces of information and sometimes understand the main topic of what is being said.
6. Students can understand familiar words, phrases and sentences within short and simple texts related to everyday life.
7. Students can sometimes understand the main idea of what they have read.
8. Students can demonstrate connections between beliefs, behaviors and cultural artifacts of the Spanish-speaking world and make informed cross-cultural comparisons to develop their sense of personal and social responsibility.

## **TUTORING**

Face-to-face and online tutoring is available at The Learning Resources Center. You may call 925-8600 for information, or you may visit <http://www.unm.edu/~tutor/>. Either Lucille Farrington, Director of the Learning Center, or any of the tutors will be happy to arrange tutoring sessions. They can also help you become familiar with how online tutoring works. Online tutoring allows you to work at home with a tutor from UNM Valencia Campus.

## **Office of Equal Opportunity and Title IX**

In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered responsible employees. This designation requires that any report made to a faculty member, TA, or GA regarding sexual misconduct or gender discrimination must be reported to the Office of Equal Opportunity and the Title IX Coordinator. For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>

**Equal Access Services**, phone (505) 925-8560 and website:

<https://valencia.unm.edu/students/advisement/equal-access-services.html>, provides academic support to students with disabilities. If you need alternative formats for completing coursework, you should contact this service immediately to ensure your success. Once you have been with Equal Access, you must send all documented forms to me ASAP. I cannot accommodate any special needs without the proper authorization from UNM Valencia Campus Accessibility Services, who tell me how to help you best. Once I receive your paperwork, pursuant to the American with Disabilities Act (ADA), I accommodate documented special needs. I encourage students to discuss their concerns with me.

## **E-mail Netiquette**

Please keep the following in mind when you write e-mails:

***Include an informative subject line.*** In every e-mail you write to me, the subject line should contain a descriptive phrase specifically about the problem. For example, “**Problems with Nouns Worksheet in Lesson 5, question 4**” is clear and helpful, but “**Nouns Worksheet**” is not. Unclear subject lines slow my response because I do not have enough information without having to asking you for clarification.

***Do not use instant-messaging spelling.*** If u want 2 b treated like a pro, write like 1. **DO NOT SEND ALL CAP MESSAGES.** All capital letters means you are screaming at the person to whom you are writing. In an online class, this would be considered inappropriate behavior. If you wish to emphasize a point, underline it or put it in bold font.

I always do my best to update grades and respond to emails promptly. I usually update your scores within 24 hours of the assignment/activity deadline. During the week I will respond to emails with 24 hours or within 48 hours on the weekends (barring any emergency).

### **YOUR PROFESSOR (IN A NUTSHELL)**

I was born Douglas Deane but have been called Diego since childhood. I developed a love for Spanish as a teenager in Puerto Rico. This interest continued as a college student with a Major in Foreign Language. The principle concentration for my degree was Spanish with accompanying coursework in German and Hebrew. While working on my undergrad I spent a semester in Tijuana, Mexico during the height of the cartel wars. After graduation I took a job at the US State Department with the office of Cuban Affairs. A few years later I came to New Mexico to pursue an M.A. in Latin American Studies. I graduated with concentrations in Spanish Linguistics, Brazilian Studies, and International Management. Every summer during grad school I would do “research” (jiu-jitsu) in Rio de Janeiro, Brazil. More recently I spent a year in Cali, Colombia working as fashion model. I currently split time between Albuquerque and Mexico City to fulfill my teaching and creative responsibilities.

### **COURSE REQUIREMENTS**

**STUDENT PRESENCE AND PARTICIPATION:** Learning a new language well requires consistent effort. Student activity in the course shell is recorded and allows instructor to know how much time and effort a student has put into class presence. Students enrolled for credit or audit are expected to log-in to the course and actively participate in the course with frequency. You should expect to be in class at least 3-5 hours per week. If your class presence is less than the recommended time for 3 weeks, your instructor may drop you or assign you a grade of ‘F’. Failure to log-in during the first week of class could result in the student being dropped.

**Participation** is 30% of your overall grade. It consists of the following activities/assignments: 3 passport activities, discussion/introduction, el horario and Aurora’s email assignments, and the oral project. Directions for all of these are

included in the learning modules in UNM Learn and they are also listed in the weekly assignment checklist.

**ONLINE HOMEWORK:** The online homework is done through an external website. [vhlcentral.com](http://vhlcentral.com) This website also gives you access to the online version of the book (ebook) and all of the homework activities. **Therefore, you do not need to buy an actual textbook for this course.** (the directions to set up your account are included below) Every week when you log into this site, you will see a list of the activities and their corresponding due dates. Most of the activities are machine graded, meaning it will be graded instantly. Some activities may require you to listen to a dialogue and answer questions accordingly. At times you may also need to record your answer as part of the activity. So, you will need functioning speakers and a microphone to complete all activities (these are built-in on most computers). You can attempt every activity as many times as you'd like until you achieve your desired score.

**QUIZZES and EXAMS:** There will be a quiz at the end of each chapter as well as possible short quizzes on specific topics at the instructor's discretion. There are no make-up quizzes. Quizzes total 25% of the final grade. There will be a comprehensive mandatory final exam covering the material in *Lecciones* 6 through 10. The final exam is worth 10% of the total grade.

### **GRADING PROCEDURE**

The final grade will be a combination of workbook/laboratory manual (homework), class participation, quizzes and final exam.

Online Work-----	35%
Participation-----	30%
Quizzes-----	25%
Final exam-----	10%

Letter grades: 97-100= **A+**, 94-96= **A**, 90-93 = **A-**, 87-89 = **B+**, 84-86 = **B**, 80-83=**B-**, 77-79=**C+**, 74-76 = **C**. 70-73 = **C-**. 67-69=**D+**, 64-66 = **D**, 60-63 = **D-**, 59...**F**

\* It is a UNM policy that all courses have final evaluation. Failure to take the final exam results in an 'F' for the course.

**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=¡

**\* The final grade in case of unavoidable circumstances (school closure, etc) for missing the final will be calculated based on all work assessed up to that point in the course.**

**3. ACADEMIC DISHONESTY POLICY:** 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 not limited to: cheating, plagiarism, falsification or fabrication, unauthorized collaboration, facilitating academic dishonesty.

**Schedule of quizzes by week**

**Please look at the Weekly Checklist in each learning module in UNM Learn for a more detailed list of the assignments that you will be responsible for each week.**

<b>Chapter 1</b> (October 16 - 27)	Chapter 1: due Friday, October 27 <sup>th</sup>
<b>Chapter 2</b> (October 28 – November 8)	Chapter 2: due Wednesday, November 8 <sup>th</sup>
<b>Chapter 3</b> (November 9 - 19)	Chapter 3: due Sunday, November 19 <sup>th</sup> .
<b>Chapter 4</b> (November 20 - 30)	Chapter 4: due Thursday, November 30 <sup>th</sup> .
<b>Chapter 5</b> (December 1 – December 12)	Chapter 5: due Tuesday, December 12 <sup>th</sup>
<b>Final Exam</b> (December 13 - 17)	<b>Final Exam over Chapter's 1, 2, 3, 4, and 5, will be due on <i>Sunday</i>, December 17<sup>th</sup></b>

# HOW TO SET UP YOUR HOMEWORK ACCOUNT AND ACCESS THE EBOOK

**How to set up your homework account in UNM Canvas.** The electronic version of the text book and the homework activities are provided through an external website (vhlcentral.com). You pay for access to this automatically through your UNM bursar account. You must set up your account through RedShelf and then through VHL Central. The instructions are provided below:

1. Log into Canvas and enter this course (Spanish). Click on the RedShelf tab on the left.

The screenshot shows a web browser window displaying the Canvas LMS interface. The browser tabs include 'myUNM | The University of New Mexico', 'Mail - Douglas Deane - Outlook', 'How do I get an access code for...', 'SPAN-1120-501 Fall 2022', 'VHL Central | Dashboard', and 'screenshot on pc - Google Search'. The address bar shows the URL 'https://canvasinfo.unm.edu/external-apps/students/redshelf-student/redshelf-access-code.html'. The Canvas logo and 'UNM' are visible at the top. A navigation bar contains links for 'Instructors', 'Students', 'Move to Canvas', 'Updates', 'External Apps', and 'Support'. Below this, a breadcrumb trail reads 'UNM / UNM Canvas / External Apps / Students / RedShelf Student / RedShelf Access Code'. The main heading is 'How do I get an access code for publisher courseware materials?'. A numbered instruction '1. From inside your course click RedShelf Course Materials' is followed by a screenshot of the course navigation menu for 'Lobos 101'. The menu items are: Home, Announcements, Modules, Syllabus, Grades, People, and RedShelf Course Materials. The 'RedShelf Course Materials' item is highlighted with a red box and a red arrow points to it. Below the menu, instruction '2. Click on the product you'd like to access and click Acquire Access Code' is visible. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date '8/11/2022' and time '2:54 PM'.

2. Click on Acquire Access Code.

2. Click on the product you'd like to access and click **Acquire Access Code**

**Student Documentation**

- [How do I access an online textbook \(eBook\)?](#)
- [How do I get an access code for publisher courseware materials?](#)
- [How do I access codeless publisher courseware materials?](#)
- [How do I log out of Inclusive Access?](#)

3. Copy the access code (you will only have to use it once) and scroll down to click on “Access Courseware” (blue tab)

**Product Details**

**Vistas 6e Supersite Plus + WebSAM (6 months)**  
by José A. Blanco

PUBLISHER ACCESS CODE  
AFHD+HPRB-FDFD

**Copy Code To Clipboard**

To register and activate your content, simply follow these easy steps:

- 1) Copy the code above and save it.
- 2) Return to LMS and paste this code into the link provided by your instructor.

PRODUCT DESCRIPTION  
Vistas 6e

PRODUCT INFORMATION  
ISBNs: 9781543306453, 9781543306453

Edition: 6th

**Access Courseware**

This should take you to the VHLcentral website. Now you need to set up an account. Follow the prompts and enter the access code when requested.

### Step 1 – Create an Account

1. Create an account by clicking Create an Account.
2. In the "Login Information" section of the account creation page, enter a username of your choice.
3. Enter the email address you would like to associate with your account.
4. Enter and confirm a password of your choice.
5. In the "Personal Profile" section, enter your first and last name as you wish them to appear in your Instructor's roster.
6. Select the year of your birth from the drop down list.
7. In the "Security Information" section, provide the answer to a secret question, which may later be used to help you access your account if you forget your password.
8. Click “continue” to review your information for accuracy, then select “create account.” (Before your account is created, you must agree to the terms and conditions of use policy.)

### Step 2 - Select a School

1. Locate your school by typing your school’s name. To narrow the search results, add the city and state, (include the country, if outside of the USA) in which your school is located.
2. Hit enter or click the magnifying glass. If the terms you entered did not result in a successful search, follow the on-screen tips to revise your search.
3. Select your school from the list by clicking on its name.
4. Click Select to add the school to your account.
5. Look for a message at the top of the screen confirming you successfully added the school.

### Step 3 - Select a Course/Class

1. From the list of available classes at your school for your textbook, look for your instructor’s name and the name of your instructor’s course and section (shown below).

<b>Instructor</b>	<b>Course</b>	<b>Section</b>	<b>More Info</b>
Deane, Diego	Span 1110 8 weeks	Sec 504 8 weeks	

2. Click Enroll. You should see a confirmation that you successfully enrolled in your instructor's course and section.

### Step 4 – Access/Redeem a Code



1. Redeem a code when prompted to do so, to gain access to your course materials.

\*Once your account is set up you can simply click on the RedShelf tab in the main menu for this course in Canvas to access the VHL page or you can simply click on the VHL link that is provided in each Learning Modules for this course in Canvas.