

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: SPRING 2025
	JANUARY 20 – MAY 17, 2025
	Final Exam: MAY 13, 2025

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. This means that you are expected to log in and complete lessons and assignments on a weekly basis. Please do not

expect to login and complete work the day it is due. Also, all assignments on CANVAS are to be submitted before 11:59 p.m. on 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, or in any event within two days of email notification.

DISCUSSIONS: On CANVAS on Discussion is where you will be able to post along with your classmates. Assignment topics are posted and you are expected to post and to reply at least once per Module and complete all parts of the post. This means, in almost all cases, that you will not only post yourself for your classmates to read and respond to, but you will also read and respond to your classmates' posts.

CANVAS ONLINE ASSIGNMENTS: 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 and to be optimally prepared to take each quiz. All assignments are graded for completion, not errors. If all parts of the assignment are not completed, then points are deducted from the total value of each assignment.

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.

SEMESTER PROJECT: There is one semester project due the last week of the semester. Multiple options are provided for the semester project.

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 on Canvas Assignments you are not graded for errors, but for effort—which means COMPLETENESS. A complete assignment will receive full points, but an incomplete assignment will receive a reduced grade for missing components of assignment. All assignments that are

self-quizzes or auto-graded MUST show a score equivalent to 09/10 (90%) or they will not count as completed—the self-quizzes may be repeated as many times as necessary until the 90% score is achieved. All Quiz components ARE graded for errors and points awarded according to the value of each component.

COURSE COMPONENTS	PERCENTAGE of FINAL GRADE
PRELIMINARY ASSIGNMENT	50 points x 1 pre-unit = 50 points total or 5%
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%
COMPRENSIÓN 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 @ 100 points = 10%

Late Work Policy: Please take careful note of all due dates for all assignments. Submission of late assignments on CANVAS is PENALIZED @ 10% PER DAY. Only in an extenuating circumstance with proof will an extension for submission of late assignments be approved. Send an email to dgaylor@unm.edu

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 or complete the Preliminary Assignment, you may be dropped for non-attendance. Students should not assume they will be dropped automatically, however. If you are no longer interested in the class, be sure to drop yourself, even though I will eventually drop you for lack of participation.

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. Please do not use online translators—they are not accurate anyway. Other than the quizzes, I do not grade on errors, but on completeness of assignments.

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>

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 can be made on most computers: (This only works with numeric keypad) Depress the ALT key and enter the numbers at the same time. 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 me via Loboweb email: dgaylor@unm.edu. For messages or questions pertaining to class assignments or other non-personal questions, feel free to post a message in the QUESTIONS discussion forum in MODULES on CANVAS. PLEASE DO NOT EMAIL ASSIGNMENTS to me--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 01/20/25 – 01/27/25 PRELIMINARY ASSIGNMENT DUE 01/27/25	INTRODUCTION PRELIMINARY ASSIGNMENT UNIDAD UNO A
WEEK TWO 01/27/25 – 02/03/25 UNIDAD UNO A ASSIGNMENTS DUE 02/03/2025	UNIDAD UNO A
WEEK THREE 02/03/25 – 02/10/25	UNIDAD UNO B

UNIDAD UNO B ASSIGNMENTS DUE 02/10/25	
WEEK FOUR 02/10/25 – 02/17/25 UNIDAD UNO PRUEBA DUE 02/18/2025	UNIDAD UNO PRUEBA UNIDAD DOS A
WEEK FIVE 02/17/25 – 02/24/25 UNIDAD DOS A ASSIGNMENTS DUE 02/24/25	UNIDAD DOS A
WEEK SIX 02/24/25 – 03/03/25 UNIDAD DOS B ASSIGNMENTS DUE 03/03/25	UNIDAD DOS B
WEEK SEVEN 03/03/25 – 03/10/25 UNIDAD DOS PRUEBA DUE 03/11/25 UNIDAD TRES A ASSIGNMENTS DUE 03/10/25	UNIDAD DOS PRUEBA UNIDAD TRES A
WEEK EIGHT 03/10/25 – 03/17/25 UNIDAD TRES BE ASSIGNMENTS DUE 03/17/25	UNIDAD TRES B
SPRING BREAK 03/16/25 – 03/23/25	
WEEK NINE 03/24/25 – 03/31/25 UNIDAD TRES PRUEBA DUE 03/31/25 UNIDAD CUATRO A ASSIGNMENTS DUE 04/01/25	UNIDAD TRES PRUEBA UNIDAD CUATRO A
WEEK TEN 03/31/25 – 04/07/25 UNIDAD CUATRO A ASSIGNMENTS DUE 04/08/25	UNIDAD CUATRO A
WEEK ELEVEN 04/07/25 – 04/14/25 UNIDAD CUATRO ASSIGNMENTS DUE 04/14/25	UNIDAD CUATRO B
WEEK TWELVE 04/14/25 – 04/21/25 UNIDAD CUATRO PRUEBA DUE 04/15/25 UNIDAD CINCO A ASSIGNMENTS DUE 04/21/25	UNIDAD CUATRO PRUEBA UNIDAD CINCO A
WEEK THIRTEEN 04/21/28 – 04/28/25 UNIDAD CINCO B ASSIGNMENTS DUE 04/28/25	UNIDAD CINCO B
WEEK FOURTEEN 04/28/25 – 05/05/25 UNIDAD CINCO PRUEBA DUE 04/29/25	UNIDAD CINCO PRUEBA

WEEK FIFTEEN 05/05/25 – 05/12/25 SEMESTER PROJECT DUE 05/12/2025	SEMESTER PROJECT
FINAL EXAMS WEEK 05/12/25 – 05/17/25	FINAL EXAM DUE 05/13/2025