



# SPAN 401: Hybrid

## Elementary Spanish

### Professor: Ludovina



This hybrid course requires you to attend two hours of class in the Foreign Language Lab. In addition there will be at least two hours of required online assignments.

#### Contact Information

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(916) 484-8770



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To email me  
type this as  
your **Subject**.

SPAN 401 [First Name] [Last Name] - Message (HTML)

File Edit View Insert Format Tools Actions Help

Send Print Cut Copy Paste Bold

To: ludovic@arc.losrios.edu

Cc:

Subject: SPAN 401 [First Name] [Last Name]

#### Course Materials:

##### Required:

- Vistas textbook 3<sup>rd</sup> edition. Blanco and Donley. Vista Higher Learning .
- EN LINEA. 2<sup>nd</sup> edition. Blanco and Donley. Vista Higher Learning

**EN LINEA** is published by [Vista Higher Learning](http://vistahigherlearning.com/login) in conjunction with Quia (<http://vistahigherlearning.com/login>). Access codes come with the package you will receive the first day of class, or you can buy your access codes from [VHL DIRECT](http://vistahigherlearning.com/login). In addition, you will need **my course code**, which in combination with your access code will allow you to set up a Quia account, so you can access and use these materials. **NOTE: INSTRUCTIONS FOR SETTING UP YOUR ACCOUNT ARE AT THE END OF THIS COURSE INFORMATION. MY COURSE CODE, WHICH YOU USE IN CONJUNCTION WITH YOUR ACCESS CODE, IS IN THOSE INSTRUCTIONS.**

If you use an off-campus computer, you will need:

- computer speakers or headphones

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#### To the student:

Welcome! Spanish 401 is the first in a three-course sequence (SPAN 401, 402, 411). I hope you enjoy this course and the opportunity to acquire the basic structures of the Spanish language. In this course you will gain awareness and understanding of the Spanish-speaking world, and I will help you understand grammar, vocabulary, and pronunciation of the language. It is your responsibility to come

to class and online sessions prepared by reading the materials, raising questions, and being an active participant. Your participation in a variety of contexts is essential for success in this course since it will enable you to acquire the material in a personal manner.

#### **Student Learning Outcomes:**

Upon completion of this course, the student will be able to:

- Produce language that communicates information, concepts, and ideas about and in Spanish to an audience of listeners and readers.
- Engage in conversations and written correspondence in Spanish to provide and obtain information, express feelings and emotions, and exchange opinions.
- Interpret written and spoken Spanish on a variety of topics, such as the following: personal data; likes and dislikes; classes, schedules, and plans for the future; activities and emotions.
- Describe relationships between the practices and perspectives of Spanish speaking cultures.
- Evaluate Spanish speaking cultures as they compare to his or her own culture.
- Synthesize the grammatical rules of Spanish and compare them to his or her own language.
- Apply critical thinking to generate communicative utterances in Spanish.
- Make interdisciplinary connections by reinforcing and furthering knowledge of other disciplines through Spanish and Spanish speaking cultures.
- Incorporate Spanish for personal enjoyment and enrichment in becoming part of the global community.
- Integrate the Spanish language and cultural knowledge both within and beyond the classroom setting.

In order to meet the stated objectives you can expect to:

- Develop a vocabulary base to begin building language skills.
- Develop and demonstrate basic knowledge of grammar and linguistic structures.
- Listen to simple passages or conversations and answer questions about the content.
- Read simple authentic texts and answer questions about the content.
- Engage in and sustain face-to-face and online conversations with others about topics studied.
- Use the Internet to do activities and to acquire information about the Spanish-speaking world.
- Learn about various aspects of life and culture in the Spanish-speaking world.

#### **Course Description:**

This course is an introduction to the Spanish language. The main goal of the course is to develop the basic communication skills necessary to understand and speak Spanish. Listening comprehension and reading are the basis for the sound acquisition of a foreign language. You will participate in various classroom and online activities, including small group and pair work, to give you ample opportunities to practice Spanish. The goal of this course is to develop communicative proficiency, not grammatical perfection. Proficiency, or communicative competence, is the ability to understand and convey information and feelings in a particular situation for a given purpose. Classroom time will be devoted almost solely to activities that will allow you to practice your skills of understanding and interacting in Spanish. Classroom time will NOT be spent doing grammar drills. Keep in mind that the purpose of learning vocabulary and grammar is to help you communicate.

## Keys to success

Responsibilities and strategies for being successful in this course

The following list of your responsibilities summarizes and also lists additional tasks that will help make your language-learning experience successful:

- Attend class regularly and participate in a productive manner.
- Demonstrate respect for the course material, your instructor, and classmates.
- Complete all assignments on time.
- Study vocabulary and take notes when additional vocabulary is presented.
- Improve your speaking and listening skills by welcoming all opportunities to communicate in Spanish; practice your pronunciation by repeating out loud.
- Take advantage of additional opportunities to practice Spanish: read bilingual product labels and instructions, start a journal in Spanish, write notes and lists to yourself in Spanish, converse with other Spanish students, surf the Web.
- Take advantage of campus resources, such as the Language Resource Center, tutoring, and my office hours, etc.
- Do not let yourself become frustrated with the material. Allow yourself to make errors! Recognize and accept that errors are natural and, in fact, welcome in learning a language. Think of them as opportunities to learn.
- Recognize that you will not understand all the Spanish that you hear. Focus on getting the gist of what is said.
- Understand that you will have limitations in terms of what you can communicate, but that you can also allow yourself to be creative with the language that you acquire. In all cases, avoid using any language but Spanish.
- Remember – learning a language may be challenging at times, but it is also a wonderful and rewarding experience. Enjoy yourself! ☺

### Exams:

We will cover chapter 1 through chapter 6. There will be three (3) exams throughout the semester plus a final. ALL EXAMS ARE CUMULATIVE. THERE ARE NO MAKE-UP EXAMS, unless it is an excused absence. In order for your absence to be excused, you must submit proof of a medical appointment, field trip, or jury duty, or an explanation of your absence, which is subject to my approval. Your explanation must be sent to me by **email** before 8:00 a.m. on the test day.

In addition, there will be three (3) assignments for evaluating your speaking and writing abilities in Spanish. These assignments will reflect the course material being covered. The idea is that you demonstrate your ability to communicate in Spanish both orally and in writing.

### Quizzes:

There will be at least one quiz per chapter. They are announced and unannounced (pop quizzes). Quizzes are meant to keep you on pace with your studies and to check your preparedness for the upcoming exam. There are NO MAKE-UP QUIZZES. No exceptions!

**Online Assignments:**

Homework assignments and their due dates are indicated online. The online version of the Vistas textbook is called EN LINEA and is accessible through Quia (books.quia.com). Besides these assignments, you are required to respond to topics posted by your instructor in the class discussion board accessible through Google Groups. Once you have registered with Quia and in EN LINEA, you will be sent an invitation to join our Google group at the email address you provided. **It is your responsibility to regularly check Quia and Google Groups for assignments and announcements.**

If you have an excused absence which prevents you from completing your assignment, **you must request permission** by email in order to complete the assignment. You may not receive full credit.

**Participation:**

I expect every student to attend every class meeting. Consistent participation is of paramount importance for your success in this course! All students are expected to participate regularly in online and in-class discussions. All discussions and exchanges, both in class and online, will be conducted in a professional manner appropriate for a positive learning environment. Inappropriate conduct in class or online is subject to the policies outlined in the Guide to Student Rights and Responsibilities.

Unexcused absences, arriving late to class, or leaving early may affect your grade. In order for your absence to be excused, you must submit proof of a medical appointment, field trip, or jury duty, or an explanation of your absence, which is subject to my approval. It is your responsibility to inform me if you arrive after I have taken roll. Do this **after class only!!** If you do not do this the day that you are late, the tardy stays as an absence. **YOU MAY BE DROPPED FROM THIS CLASS AFTER YOUR 3RD ABSENCE (EXCUSED OR UNEXCUSED) WITHOUT NOTICE.**

**Final Exam:**

May 15<sup>th</sup> at 10:00 a.m. @LRC

**Evaluation:**

A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: 59%- under

Item:	Percentage:
3 Exams	40%
Quizzes	5%
Online Assignments	35%
Participation	5%
Final Exam	15%
<b>TOTAL</b>	<b>100%</b>

**Academic misconduct:**

Cheating and/or plagiarism will not be tolerated and will result in an F for the assignment (please refer to the ARC Catalog for charges of misconduct that may be imposed upon individuals who violate provisions of college regulation)

**Reasonable accommodations:**

Please notify me if you have any disability that requires additional academic accommodations. Please also contact the Disabled Students Programs and Services (DSPS) Office for appropriate evaluation and forms.

**Tutoring Center:**

**Free** peer tutoring is available at the Learning Resource Center to any ARC student who is officially enrolled in a college credit course and attending class regularly. Phone #: 484-8693



## *SPAN 401 Class Participation Rubric*



Dimensions	4	3	2	1
<b><i>Preparation for Class</i></b>	You bring all materials to class. Your materials are well organized. You are ready to work when class begins.	You usually bring all materials to class. You are ready to work when the class begins.	You frequently “forget” to bring required materials to class. (And/Or) You are often not ready to begin when class begins.	You frequently have to ask to borrow materials. You are rarely ready to begin when class begins.
<b><i>Frequency of Participation</i></b>	You always participate voluntarily and you attempt longer, more difficult responses.	You often participate voluntarily during class activities.	You seldom participate in class; you only try the “easy ones.”	You do not volunteer to contribute to the class, or only participate when called on.
<b><i>Independence</i></b>	You are always on task during pair and group activities the entire time.	You complete most group and pair activities in the allotted time.	You sometimes need to be reminded to stay on task during group or pair activities OR you carelessly rush through activities.	You give minimum effort during pair and group activities and are often off task.
<b><i>Quality of Participation</i></b>	You are willing to answer open-ended questions in class discussion. You elaborate on answers beyond a single sentence. You try to communicate more complex ideas and attempt creativity or humor.	You consistently respond in single complete Spanish sentences. You are willing to elaborate when prompted. You try to communicate your own ideas in Spanish	You usually respond with single words or memorized phrases OR you respond so infrequently that it’s difficult to judge your abilities.	Your responses are often incomprehensible or inappropriate to the situation. OR You refuse to answer questions by shrugging or saying, “No sé.” OR you respond to Spanish with English.
<b><i>Listening</i></b>	You actively listen when the teacher and fellow students speak in Spanish. You are consistently able to follow complex directions and respond to comprehension questions.	You actively listen when the teacher speaks in Spanish. You can accurately follow most directions and attempt to respond to questions.	You sometimes listen when the teacher speaks. You sometimes are able to follow directions given in Spanish, but often have to check to see what other students are doing. You are only able to grasp main ideas.	You “tune out” when the teacher begins speaking in Spanish. You rely on other students to tell you what to do in English. You are unable to respond to questions.
<b><i>Use of Spanish in Class</i></b>	You attempt to stay in Spanish the entire class period. You initiate spontaneous conversations in Spanish. You respond in Spanish with the teacher and classmates.	You always use Spanish to respond to the teacher and use Spanish with classmates during structured activities. You make all routine requests in Spanish.	You only use Spanish in structured class, group and pair activities. You initiate most other conversations or make responses and requests in English.	You almost exclusively use English when talking with the teacher and classmates. You speak as little Spanish as possible during class, pair and group activities.

<b>Score</b>	24	23	22	21	20	19	18	17	16	15	14	13	12
<b>%</b>	100	96	92	88	83	80	75	71	67	63	59	54	50

# EN LINEA

## Student's Guide

Access to *EN LINEA*: <http://www.vistahigherlearning.com/login/>

Technical support: <http://www.vistahigherlearning.com/support/>

Vista Higher Learning, 31 St. James Avenue, Boston, MA 02116-4104

Toll free: 800-248-2813

### Getting Started

To begin, you need:

- ☐ A student **EN LINEA** book access key
- ☐ An **EN LINEA** account
- ☐ Registration instructions
- ☐ A course code (see below)

Course: Span401H

Code: JRXCN934

Book(s): EN LINEA Version 2.0

#### ***Student EN LINEA book access key***

Student book access keys are 16 -19 character codes that give you access to the eCourse. The book access key is printed on the **EN LINEA** Student Information Sheet. You can purchase a student book access key from the VHL bookstore at <http://www.VHLDirect.com/enlinea/>.

#### ***Register and create an account***

To create a new account:

1. Go to <http://www.vistahigherlearning.com/login/>
2. In the Log In section, click Create an account.
3. Fill out the form. Enter a valid e-mail address so that we can send you your password if you ever forget it. Remember to record your username and password. Then, click Submit.

Click Create

an Account.

Submit the

filled out form.

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#### ***Log in to your account***

To log in to your account:

1. Go to <http://www.vistahigherlearning.com/login/>.
2. Click on Student Workstation.
3. Click Log in.
4. Enter your username and password and click Log in.
5. The main page of your Student Workstation opens.

Click StudentWorkstation.

Click Log in.

**EN LINEA** Student's Guide

#### ***Enroll in your EN LINEA course***

To enroll in your course:

1. [Log in](#) to your account.

If you don't have an account, refer to [create a new account](#).

2. Enter your student access key in the field labeled Enter book key, located in the upper-right corner of your screen. Your **EN LINEA** course will be added under My books in your Student Workstation.

3. To start or continue using **EN LINEA**, you must have a Course Code. The Course Code should be listed in the Registration Instructions that your instructor sends you. Type your Course Code, and click GO.

4. Select the class you want to enroll in, and click Submit.

5. You now see your **EN LINEA** class under My classes in your Student Workstation.

### **Log Out**

When you are done working, click Log out on the top menu bar.

Log out.

Enter book key.

Enter Course Code

and click Go.

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## **Using the Student Workstation**

Once logged in, you are in the Student Workstation:

### **Opening your book**

1. **EN LINEA** appears under My classes.

2. Click Open book to access the content. **NOTE:** Pop-up blockers must be disabled.

3. When you choose Open book, a new window displays the main page and Table of Contents for **EN LINEA**.

Open the **EN LINEA** class book.

**EN LINEA** Student's Guide

### **Viewing class details**

Choose Class details to see course information and book information and email your instructor.

### **Viewing results**

To view results or grades for your activities:

1. In the class description, choose My results.

2. Select a section and lesson with the pull-down menu. Then, click Go.

Open Class details.

Email your instructor.

View book information.

Click My results.

Select a section and

lesson, and click GO.

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### **Reading class announcements**

Choose Announcements to check on updates posted by your instructor. Announcements include class assignments and their due dates, the syllabus, and dates of tests.

### **Options**

Click Options to drop the course, change your course or instructor, or change classes.

Class announcements

**EN LINEA** Student's Guide

## **Using Help and Guide**

Click HELP on the top horizontal black menu to get help on:

☐ Navigation

☐ The message board

☐ Assignments

☐ The information icon

☐ The accent bar

- General book information
- Technical requirements for using **EN LINEA**

The Guide button in any **EN LINEA** section describes what the section contains and what you need to do to complete each section. Use the Guide for each page in the section.

Click **HELP**.

Click **Guide**.

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## Recorded and Partner Activities

Recorded and Partner activities are an innovative and essential part of **EN LINEA**. To complete these activities, you must have a microphone, speakers (or headset), and a sound card in your computer.

### ***Recorded activities***

To complete recorded activities:

1. Verify that the speaker and microphone volumes are on at an audible level.
2. Click **Record** and speak into the microphone to complete the recorded portion of the activity.
3. Once finished, click **Stop**.
4. Click **Play** to listen to your recording. You may record again until you are satisfied with your recording. **NOTE:** Only your last recording will be saved and submitted.
5. Click **Submit answers** to send your recorded response to your instructor.

Controls for a

recorded activity

**EN LINEA** Student's Guide

### ***Partner activities***

You can have conversations in Spanish with other **EN LINEA** students.

1. Verify that the speaker and microphone volumes are on at an audible level.
2. Click **Find an e-partner**. A pop-up window displays the Partner Switchboard.
3. The Partner Switchboard displays a list of your classmates and their status (online/offline).
4. If a student is online, you can click **Initiate a partnership**. When the student accepts the partnership, select the partnered activity you would like to complete.
5. You can discuss the activity with your partner before recording. Scroll to the bottom of the activity. Click **Talk** to talk over the microphone, or type in the text box to chat in written form.
6. When ready to complete the activity, click **Record**. Once done, click **Stop**. To review your interaction, click **Play**. If you are satisfied with the recording, click **Submit Answers**. If you are not satisfied, repeat the steps. **NOTE:** Only your last recording will be saved and submitted.

Click to find an e-partner.

Classmate status

Talk to your activity partner.

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### ***Audio activities***

To find audio activities, look for the headset icon.

In the **CONTEXTOS** section, click the illustrated vocabulary to hear pronunciation.

Click to hear the pronunciation of vocabulary in the **VOCABULARIO** section. To stop the recitation of vocabulary, click .

See [Technical Requirements](#) for computer requirements for audio activities.

The headset icon

marks an audio activity.

Click to hear vocabulary.

Click to hear vocabulary.

**EN LINEA** Student's Guide

### ***Video activities***

To find video activities, look for video thumbnails or the video icon. The **FOTONOVELA** and



**PANORAMA** sections offer video activities.

See [Technical Requirements](#) to find out computer requirements for video activities.

Click a thumbnail to  
open a video episode.

Click play icon to watch video.

The video icon marks  
a video activity.

Click play icon to watch video.

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## Frequently Asked Questions

**What plug-ins do I need to use with *EN LINEA*, and where can I get these?**

See [Technical Requirements](#).

**What hardware needs to be installed in my computer to use *EN LINEA* successfully?**

See [Technical Requirements](#).

**What is an access code and what is a book key?**

See [Student EN LINEA book access key](#).

**Whom do I contact if I am having technical difficulties?**

See your instructor or [Technical Support](#).

**How do I complete Recorded and Partner Activities?**

See [Recorded and Partner Activities](#).

**How do I open a book and begin a lesson?**

See [Opening your book](#).