Ventura College
CRN:31304
Spanish V02 Hybrid
Spring 2019

Instructor: Lorena Gauthier
Email: lorena_gauthier1@vcccd.edu
Phone/voice mail message: 805-652-7779
Office: MCE 219

Office hours:
Mondays: 9:45am – 11:00am
Wednesdays: 9:45am – 11:00am
Thursdays: After class, and By appointments

ConferZoom: https://cccconfer.zoom.us/my/Lorena Gauthier

This course is particularly appropriate for students who:

1. Prefer a learning experience mediated through technology;
2. Are responsible, self motivated, independent learners who do not need frequent reminders to do work (e.g., homework, daily assignments, readings, participate in discussion post, etc).
3. Have sufficient time in their schedule to complete work and study. Since this is a 5-unit course, at least 12-15 hours per week (2 1/2 hours per day) is recommended.

Course Description and Objective:

This course is part of a sequence and is designed to provide introductory experiences in Spanish. Topics include pronunciation, aural comprehension, oral and written communications, word usage and vocabulary, reading of prose, and elementary principles of grammar. Special emphasis will be given to develop of oral and aural skills through the use of communicative activities. Cultural material will be presented to develop interest, understanding, and appreciation for the lifestyle of the Hispanic people.

Course Format:

This a **hybrid** class. This means that it is partially online. Although material and assignments are offered online, **students attend class on campus one day per week as indicated in the schedule of classes.** Attendance during the scheduled class meetings is mandatory. The online portion of the class is completed by using the online textbook website, **McGraw Hill Connect,** and the college's learning management system, **Canvas.** Completion of both the online and classroom assignments is necessary to pass the class.

The course follows a communicative approach: instruction is delivered entirely in Spanish while the textbook contains explanations and instructions in English. Grammar is not taught explicitly, but students are expected to study the material before coming to class. Students are expected to read the required lessons before arriving to class, as they are **essential** to complete class activities and to participate in lectures. Please read all assigned grammar explanations and complete all assigned activities. **Class time will be devoted to the practice, application and production of the target language**. If you feel that you need additional help with grammar, I am available to help during scheduled office hours.

Teaching Philosophy:

This class is designed to foster a learning community where you can practice, share ideas and help each other. In this class, you will not be working alone! Since effective communication in the target language is crucial for the acquisition of that language, students will connect and practice oral skills in class and online via video recording tools. Students will also work independently with the online book *Tu mundo* (Connect), and other multimedia platforms. This course is different from other courses due to the fact that our course follows a hybrid modality. Each week, you will find readings, video tutorials, vocabulary, and grammar lessons pertinent to the modules. I suggest that you complete the readings, video tutorials, and lessons before moving on to the assignments. Students should come to school prepared to apply the learned concepts before coming to class. Class time is designed to clarify questions and mostly to practice conversation using the vocabulary and grammar learned online.

Course Materials:

Tu mundo (2nd edition, Magdalena Andrade.) and the Connect access code. **The textbook is recommended but not required, <u>However, the Connect access code is an essential component</u>, as it contains the online textbook assignments. It is not possible to pass the class without this access code**. The printed textbook is optional since the access code includes a complete ebook version of textbook.

Textbook Purchasing: These are the following options for purchasing the textbook and/or Connect access code.

1. The textbook package which includes the online Connect access code is available for purchase at the Ventura College Bookstore ($120 +)
2. The *Connect* course which you will set up in class.
   Option 1: a six-month access code ($55 +) if you only intend on taking only one semester of Spanish or Option 2: a twelve-month access code ($99) ebook. (No printed textbook) Available on Canvas.

These are the only options available for textbook/codes purchase, as they are customized for Ventura College. Do not purchase from any other website; it will not provide you with the correct tools you need for the course.

Required Hardware:

Microphone and video camera for online activities that require video/voice recording and proctored quizzes.

Required Software:

- Operating system: Windows XP Home Edition 2020 SP2, XP Pro 2020, Vista Home premium, Windows 7, Windows 8 or Mac OS X 10.7 Lion, 10.8 Mountain Lion, 10.9 Mavericks
- Web Browsers: Firefox 25+, Google Chrome 31+, or Safari 5.x, 6.x, 7.x
- Plug-ins: Flash 11+, Java SE6, SE7, and QuickTime 7.7+

Attendance and Participation:
Students are expected to show up to **all class meetings on time and prepared to participate in class activities**. Since our weekly class meetings provide the opportunity for students to practice and develop Spanish oral skills, **prompt attendance is non-negotiable.** Attendance includes face-to-face meetings and approximately 10 hours online content per week (not including homework and study time). Each face-to-face class meeting is worth 10 points toward the participation portion of the grade. Students will lose three points for showing up late to class and students who leave early will be marked absent for the day. If absent students will be unable to make up the participation points.

Accepted Excuses: It is the student's responsibility to provide verifiable documentation to have the absence excused.

1. Participation in a College-sanctioned event
2. An illness that requires hospitalization or medical attention
3. Illness, hospitalization, or death of an immediate family member
4. Jury duty

Unacceptable Excuses: No exceptions
Car and house problems, pets, previously scheduled or unexpected trips, need to take care of a family member, lack of transportation

Attendance/Tardiness Policy
2 absences -3% of the final grade
3 absences -10% of the final grade
4 absences automatic fail or drop from the course

3x tardy or leave early   = 1 absence
4x tardy or leaving early   = 2 absences
5x tardy or leave early   = 3 absences

If you are tardy ½ hour or more, you will be marked absent for the day.
Students are expected to log-in to Canvas at least 3 times each week.

Students who are absent for more than three class meeting (on site/online) will be dropped from the course. Students are expected to log-in to Canvas at least 3 times each week. Online attendance will be measured by the completion of online assignments via **Canvas** and the *Tu mundo Connect* website. (Please read VC Attendance Policy below).

Ventura College Attendance Policy

Make sure you read and understand these important guidelines. All Students, both registered and on the waitlist, are expected to attend the first-class meeting. Instructors may drop all registered and waitlisted students who do not attend the first day of class, and they are required to drop those who quit attending prior to the census date for each class. They may, but are not required to, drop registered students who quit attending after census but before the final drop deadline for each class. Students are responsible for dropping their classes and withdrawing from the college and should initiate the drop themselves.
All students admitted to the colleges of the Ventura County Community College District are expected to attend classes regularly, both because continuity of attendance is necessary to both individual and group progress in any class, and because financial support of the college is dependent upon student attendance. Absence for any reason does not relieve the student from the responsibility of completing all class requirements.
It is also the responsibility of students, at the beginning of the semester, to become aware of the attendance and absence policies of the instructor for each class in which they are enrolled. When a student's absence exceeds in number 1/9 of the total class contact hours for the session (e.g. absence from a semester-long class equal to twice the number of hours the class meets in one week), the instructor may drop such student from the class and record a grade in accordance with the policy for dropping a course.

Please note: If you incur your third absence (on site/ online) after the final drop date, the maximum grade you can receive is a D. This policy is non-negotiable and will be applied in all circumstances.

Course Grading Policies: It is important to remember that no grade is "given". Instead the student earns points which will be objectively calculated on a 100 percentage scale.

Evaluation of Student Performance:	Grade Scale:
Participation and Attendance: 10%	A: 90% - 100%
Canvas and Connect Assignments: 25%	B: 80% - 89%
Online Discussions/class Discussions: 10%	C: 70% - 79%
Canvas Chapter Quizzes: 15%	D: 60% - 69%
Midterm Exam: 20%	F: 59% or lower
Final Exam: 20%	

Assignments: Class assignments will be submitted online using **Canvas,** and the *Tu mundo Connect* website. To access Canvas, log in to your myVCCCD student portal and click on "My Courses" and then select from your list of online course. You can also login directly at: https://vcccd.instructure.com/login/canvas To access the *Tu mundo Connect* website assignments go to: http://connect.mcgraw-hill.com.

Canvas Discussions:
Students will use Canvas tools for written and oral communication skills.
students will make and post comments and interact with each other by providing an asynchronous conversation. Important: In order to receive full credit for these **Canvas discussions** you must participate in the **discussion on time** and you must answer all the **comments in Spanish**. <u>**No late discussions will be accepted.**</u>

Due dates and Late Submission Policy: Details about assignments and due dates will be posted on **Canvas** and **Connect.** Assignments are due each week on the day of our scheduled class meetings. You should read and study/watch the grammatical explanations before completing the corresponding exercises. Late assignments on **Canvas** will <u>**not**</u> be accepted. **Connect** assignments will be accepted late, but 1% of the grade will be reduced for each day after the due date. If you know you will be unable to complete assignments by the due date, please let me know<u> prior to the due date</u> so that special arrangements can be made. Technological troubles will NOT be accepted as an excuse for not submitting work in a timely manner. **Please ensure that you complete assignments well in advance of the deadline to account for any issues that may arise.**

Chapter Quizzes and Exams: At the end of every chapter, students will take an online chapter quiz using Canvas and Proctorio. **Proctorio is intended to verify that the enrolled student is the one taking the assessment.** Students are responsible for ensuring that they are visible and identifiable during the recording section. If the camera does not properly record the identity of the student taking the quiz, then the students will receive no credit for the attempt. This ensures academic integrity, and that all students are provided with a fair learning environment. Late or make-up quizzes will not be allowed. Each student is allowed to drop their lowest quiz grade.
The midterm exam will be completed in class and will include the material from chapters 5-9. The final exam will be in class and will include the content from chapters 8-9 as well as the supplementary lesson.

Active Participation: Students must participate during class and online sessions; it is a valuable measure of progress and encourages a collaborative learning community. Your participation grade will be dependant on a number of variables, including, but not limited to:

- Your use of Spanish in the classroom and online environment
- Your participation in all class activities
- Your cooperation during group/pair-work
- Your respect and attitude toward the instructor and your peers
- Regularly logging into Canvas, email, and Zoom (a minimum of 3 times per week.)
- Demonstrating good Netiquette in all online activities
- Meeting submission deadlines

 Please note: Failure to actively participate during a class session will result in significant penalties to both your grade and attendance record. Students who are not engaged in the lesson, disrupt the class, or use electronic devices <u>will be marked absent.</u> Since active participation is required, ABSOLUTELY NO TEXT MESSAGING OR WEB BROWSING is permitted during class. Unless we are using Quizlet.

%	Frequency of participation	Quality of participation
90-100	Very often, voluntarily	Knows all latest assigned material
80-89	Often, mostly voluntarily	Knows most of latest assigned material
70-79	Occasionally, often voluntarily	Knows some of latest assigned material
60-69	Rarely, seldom voluntarily	Knows little of latest assigned material
50-59	Very rarely, not voluntarily	Knows very little of latest assigned material
0-49	Never or almost never, not voluntarily	Knows almost none of latest assigned material

Oral Proficiency Exam: There will be an oral exam at the end of the course with your instructor. During the semester you will practice oral situations in the classroom and during online activities. The oral exam at the end of the semester will be similar in content and format to these oral situations. Students who actively participate in class show better results during the oral proficiency exam.

Special Accommodations: **Accessibility Accommodations**
Students with physical, learning, or psychological disabilities who believe that they may need accommodations in this class are encouraged to contact the Educational Assistance Center (EAC, in the Administration Building; 805.289.6300) as soon as possible to ensure that such accommodations see timely implementation. Authorization, based on verification of disability, is required before any accommodation can be made; any student registered with EAC should contact the instructor as soon as possible to request classroom accommodations as needed.

Suggestions for Improving Grades: Students are greatly encouraged to meet with the instructor or a tutor outside of class time if the student's grades are not successful. The Ventura College Tutoring Center (located on the first floor of the LRC building) provides free Spanish tutoring on a drop-in basis. The Tutoring Center may be reached at (805)289-6026.

Please note:
- Turn off cell phones or electronic devices when in class. Students who use a cell phone or smartwatch in class (including texting) will be asked to leave class.
- Wait until the instructor has dismissed class to begin assembling your materials to leave.

Guidelines for a Successful Online Course:

- **Believe in yourself.** Student success is a combination of dedication, persistence and responsibility. I understand that learning a foreign language may make you feel nervous, and that's completely normal! Remember, moving outside your comfort zone is the most

powerful way to grow and learn new things. Attendance and active participation are crucial in this class. You can do it. Take things one step at a time. We are in this together. I am here for you.

● This partially online course is not a "softer or easier" course just because it "meets" once per week. You are responsible for completing the online course content, that in a "traditional" class would have been done in class, outside of the scheduled class meeting.

● In order to avoid feeling overwhelmed by the amount of material and study time, plan to login often and pay attention to due dates (Noted in the course schedule and in weekly lessons).

● Do not wait until the last minute to complete online assignments. Issues can arise, and technical difficulties will not be accepted as excuses for extended deadlines. Be resourceful and have a contingency plan for computer/internet problems. Some suggestions include becoming familiar with the hours and accessibility of on-campus computer or Internet services at your local library.

● Online learning happens in real-time. Just as a professional must function regardless of life's challenges, e.g, births, deaths, travel family emergencies, medical problems, etc., so must the online student.

● Give yourself enough time to study! **This course will require approximately 2 ½ hours of study time per credit units (5 units)**. Set aside time to study Spanish on a regular basis (preferably daily). It is far more effective to study for shorter, more frequent periods of time than to study for one long marathon session.

● **Grades will not be curved or round up.** Getting a good grade is the student's responsibility. If you are concerned about your grade, plan ahead. If you need to pass the course to transfer, to keep your scholarship, etc., study hard. **Do not wait until it's too late to get help.** Do not expect the instructor to compensate (i.e. change your grade; give "extra credit", etc.) for your lack of effort or planning. Familiarize yourself with the free online and campus tutoring services available to you; check with them for hours and scheduling.

● Most of all, be engaged and curious! I will provide a comfortable and safe learning environment where we can have fun and learn together, but keep in mind that the amount of effort you put into learning will determine what you get out of it.

Instructor Communication Policy:

● Throughout the course, announcements will be made through the **Announcements** section of Canvas. These announcements should be automatically forwarded to the e-mail address you used to register for this course. They may also be viewed by accessing the Announcements on the Canvas sidebar.

- **Be a good communicator!** The course Q&A discussion board will be our primary place of student-to-student and student-to-instructor communication. **The Q&A, located under the Discussion tab, is for general question, and all posts are visible to all participants. This will allow students to establish a collaborative learning community where they can help each other with course content.** Please feel free to use this space as a support group to help one another, by providing questions and answers to your fellow classmates.

- **Email/Direct Messaging Policy:** I will respond within 48 hours Mon-Fri. I am not available on weekends or holidays. If I don't reply in this timeframe, please assume I did not receive your email and contact me again. Should you require a private conversation (e.g. to discuss grades) we can communicate outside of class during office hours or via telephone, video conference, or email. To prevent "phone tag", you may want to email me for a telephone/virtual appointment. Please be sure to include your full name and the class number (CRN#) in which you are enrolled in your email communications.

Online Etiquette:

Is very important to behave properly and cordially within the online environment. I have adopted some ground rules from [The core of Netiquette](#) by Virginia Shea. I expect students to follow these rules. Failure to do so will be seriously penalized and you could even be expelled from the course.

Please follow the guidelines for written communication forums:
- Be careful in wording your e-mails and use good Netiquette
- Respect the privacy of other class members.
- Review the comments or recordings thoroughly before posting to the lessons.
- **Do not make insulting or inflammatory statements to other members of the class.**
- Be respectful of others' ideas.
- Be patient and read/listen the comments of other group members thoroughly before entering your remarks.
- Be positive and constructive in group discussions.
- Remember, without facial expressions some comments may be taken the wrong way.

Academic Dishonesty.

It is the belief at Ventura College that students share a responsibility with their instructors to assure that their education is honestly attained. **In keeping with this belief, every instructor has the responsibility and authority to deal with any instances of plagiarism, cheating and/or fabrication that occur in the classroom.**

Examples of academic dishonesty include (but are not limited to) the following:

Plagiarism: Plagiarism is the act of presenting someone else's work as one's own. Examples include:
- Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work.
- Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work.

- Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

Cheating: Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:
- Copying in whole or in part from another student's test or paper.
- Allowing another student to copy from your test or assignment.
- Using the textbook, course handouts, or notes during a test without instructor permission.
- Stealing, buying or otherwise obtaining all or part of a test before it is administered.
- Selling or giving away all or part of a test before it is administered.
- Having someone else attend a course or take a test in your place.
- Attending a course or taking a test for someone else.
- Failing to follow test-taking procedures, including talking during the test, ignoring starting and stopping times, or other disruptive activity.

Fabrication: Fabrication is the intentional use of invented information. Examples include:
- Signing a roll sheet for another student.
- Giving false information to college personnel.
- Answering verbal or written questions in an untruthful manner.
- Inventing data or sources of information for research papers or other assignments.

Please refer to the Student handbook for more details on Plagiarism and Cheating. In addition to the types of plagiarism described in the handbook, the following criteria are also consider plagiarism:

- Paraphrasing or translating without acknowledging the source
- Using online translators in any capacity (e.g. not even as dictionaries)
- Getting revising/rewriting help from more advanced speakers other than the tutors or your instructor

I can EASILY recognize work that is not your own. Know what plagiarism is: ignorance will not excuse the offense.

Any act of academic dishonesty is considered a serious offense that will result in severe consequences. Students that engage in any form of academic dishonesty will be subject to **disciplinary action.**

Wait List Policy: In order to avoid being dropped from the course or not given an add code, students must complete the online activities as if they were officially enrolled. Students who fail to attend during the first day of class or miss submission deadlines will not receive an add code.

Ventura College Distance Education Help

The Ventura College Distance Education Program offers an online orientation every semester and a readiness assessment for students who want to self-evaluate whether or not distance education is right for them. Please visit the following link to learn more.

https://www.venturacollege.edu/online-services/distance-education/current-students/de-student-orientation

You will receive a certificate upon completion and you will need to submit that as an assignment at the beginning of the course.

You can also call or email the VC Distance Education Help Team which is staff with student workers at the DE Student Help Line: VCDEStudentHelp@vcccd.edu or 805-289-6452.

Canvas, our learning management system, also has a help line for technical questions with Canvas. Ventura College: (844) 303-4505

Who to Contact for Technological Issues

McGraw Hill Connect Customer Support: USA and Canada 800-331-5094 (toll-free)
Sun: 12pm - 12am
 Mon-Thurs: 24 hrs
 Fri: 12am - 9pm
Sat: 10am - 8pm (Times in US Eastern Time)
Online or chat room: http://mpss.mhhe.com/contact.php

To check your computer's compatibility for Connect:
http://connect.mheducation.com/connect/troubleshoot.do#

Canvas Hotline for 24/7 Help:
 https://vcccd.instructure.com/courses/880

Search the Canvas community guides:
https://community.canvaslms.com/community/answers/guides/

Ventura College Canvas Support:
VCDEStudentHelp@vcccd.edu or call 805.289.6452.

Technical Support

If you run into technical problems, please try the following:
1. Clear your browser's cache
2. Try a different browser (Firefox, Safari or Chrome)
3. Shut down and restart your computer
4. Connect 1-800-331-5094 or visit their website

Core Competencies for Spanish VO2
Our department selected the following core competencies from a list provided by the district:
- Employ vocabulary of the subject studied
- Work as an effective member of a team

- Use language as appropriate to the situation.

Student Learning Outcomes
Learning Outcomes
Course: Spanish V02

Student outcomes: At the end of this course, the student should be able to:	Assessment
1.0 Listening Comprehension 1.1 Having listened to a tape selection of 1 - 2 minutes duration in Spanish, student will be able to answer 5 - 10 questions based on content.	Chapter audio testing program. Assignments:In-text CD In-class audio comprehension activities Program Lab manual activities
2.0 Oral Production 2.1 Given a topic in Spanish and/or English, the student will be able to have a brief conversation (3 -5 minutes) in Spanish with the instructor.	In-class oral testing. Assignments In-class activities Program Lab manual activities
3. 0 Reading Comprehension 3.1 Having read a selection in Spanish of 20 - 100 words, the student will be able to answer 5 - 10 true/false questions based on the content.	Chapter testing program. Assignments In-class activities Program Workbook activities

4.0 Writing Skills
 	
4.1 Given a topic in Spanish the student will be able to write a
    Response in Spanish adhering to grammatical and structural conventions
    by completing a paragraph of 80-100 words.
	Assignments
	In-class activities
	Program Workbook activities

Dates to Remember

Last Day to add a class	Last Day to drop with a Refund	Last Day to Drop without a "W"	Census Day	Last Day to Drop with a "W"
January 18	January 18	January 25		April 19

* It will be your responsibility to very these dates

Final Exam: May 16 from 1:00pm to 2:50pm.

Spanish 02 Hybrid
Spring 2019 Tentative Course Calendar (due to change)

Week	Thursday (in class)	Online Assignments
1	January 10 Syllabus and activities to meet classmate **Orientation to Canvas**	**Week 1** Introductory module Due: January 13 (12: 00 a.m.) Canvas Activities Due: January 17 (12:00 p.m.)
2	January 17 Capítulo 5: Las Celebraciones y las comidas **Orientation to Connect**	**Week 2** Canvas and Connect Activities Due: January 24 (12:00 a.m.)
3	January 24 Capítulo 5: Las celebraciones y las comidas Thursday (in class)	**Week 3** Canvas and Connect Activities Due: January 31 (12:00 a.m.) Online Assignments
4	January 31 Capítulo 5: Las celebraciones y las comidas	**Week 4** Canvas and Connect Activities **Canvas Quiz: Capítulo 5** Due: February 3 (12:00 a.m.)
5	February 7 Capítulo 6: Las carreras y los oficios	**Week 5** Canvas and Connect Activities Due: February 14 (12:00 a.m.)

6	February 14 Capítulo 6: Las carreras y los oficios	**Week 6** Canvas and Connect Activities **Canvas Quiz: Capítulo 6** Due: February 17 (12:00 a.m.)
7	February 21 Capítulo 7: Los lugares y la residencia	**Week 7** Canvas and Connect Activities Due: February 28 (12:00 a.m.)
8	February 28 Capítulo 7: Los lugares y la residencia	**Week 8** Canvas and Connect Activities **Canvas Quiz: Capítulo 7** Due: March 3 (12:00 p.m.)
9	March 7 **Midterm: Chapter 5-7**	**Week 9** Canvas and Connect Activities Due: March 14 (12:00 a.m.)
10	March 14 Capítulo 8: Hablando del pasado	**Week 10** Canvas and Connect Activities Due: March 21 (21:00 a.m.)
11	March 21 Capítulo 8: Hablando del pasado Capítulo 9: ¡Buen provecho!	**Week 11** Canvas and Connect Activities Due: March 24 (12:00 a.m.)
12	March 25-29 **No class Spring Break**	**Week 12** Canvas and Connect Activities **Canvas Quiz: Capítulo 8** Due: April 1 (12:00 a.m.)
13	April 4 Capítulo 9: ¡Buen provecho!	**Week 13** Canvas and Connect Activities Due: April 11 (12:00 a.m.)
14	April 11 Capítulo 9: ¡Buen provecho! Supplementary Lesson Plan: El imperfecto	**Week 14**: Canvas and Connect Activities **Canvas Quiz: Capítulo 9** Due: April 14 (12:00 a.m.)
15	April 18- **Examen Oral**	**Week 15:** Canvas and Connect Activities Due: April 25 (12:00 a.m.)
16	April 25 Supplementary Lesson Plan: El presente de subjuntivo	**Week 16** Canvas and Connect Activities Due: May 2 (12:00 a.m.)

17	May 2 and 9 Repaso	**Week 17** Canvas and Connect Activities **Canvas Quiz: Supplemental Lesson** Due: May15 (12:00 a.m.)
18	May **16 Final Exam** **1:00pm -2:50pm**	