



**Spa 1101-191**  
*Fall 2020*

Dr. William Keeth  
Belknap 207B  
wkeeth@mansfield.edu  
570-662-4605 or 570-662-4581

[Class Schedule](#)  
[Office Hours](#)

---

Required material:

*Texts:*

Contreras, F. et al. *Proyectos + The Spanish Hub. Difusión and Blink Learning, 2019.* ISBN 978-84-17710-00-2

*Other Resources:*

[Blink Learning Center](#) (Course: **Spa 1101-191**, Code: **CL22898358**)

[Spaleon](#)

[Conjuquemos.com](#) (Code: *adrvye*)

Suggested Material:

*Miscellaneous:*

A spiral notebook (class journal)  
Flashcards (verb and vocabulary drill)

*Texts:*

Lacasa, Jaime. *The Complete Handbook of Spanish Verbs.* Passport Books, 1984.

Spinelli, Emily. *English Grammar for Students of Spanish.* Olivia and Hill Press, 1998.

Overview of course:

This course is designed for students who have little to no experience studying Spanish (two or less years of High School Spanish). In this *college-paced* course students will develop fundamental communicative skills in Spanish (speaking, listening, reading, and writing). Every student is expected to practice these skills daily (online in *Zoom* and at home). During the course, students will encounter a variety of activities with a *cultural focus*. The format of class evaluations will assess student *performative* communication skills and *cultural awareness*. Daily homework and laboratory work will be assigned.

Student Learning Outcomes:

Every Spanish course is designed to help students meet the New General Education Learning Outcomes for Global Perspectives Option 1. The Specific Course Learning Outcomes mentioned below represent only one segment in a sequence of language courses that is designed ultimately to fulfill General Education requirements. In order to receive credit for completing the New GE Outcomes, students in 1000 or 2000 level language courses may not take the course as "pass/fail".

At the professor's discretion, certain assignments may be anonymously collected during this course and used to assess student completion of any of the SLOs mentioned below. Collected items may include: (1) written exams, (2) reading assignments, (3) writing assignments, and (4) video-taped oral presentations.

Spa 1101 Student Learning Outcomes (SLOs)		Concomitant SLOs	
		General Education	
Listening	L1 Recognize and understand short, learned utterances.	Global Perspectives: Option 1 requires students to reach the ACTFL proficiency level NOVICE HIGH in the areas of listening, speaking, reading, and writing after completing two sequential language courses. After completing this course, students should reach NOVICE-LOW in all these areas.	
	L2 Understand simple questions, statements, high-frequency commands and courtesy statements		
Speaking	S1 Reproduce learned phrases.		
	S2 Use vocabulary that allows you to meet simple, elementary needs and express basic courtesies.		
	S3 Return simple conversation in casual talks, classroom discussions, dialogues, group work and questions.		
Reading	R1 Recognize the alphabet and syllabic writing system.		
	R2 Use guessing/prediction strategies.		
	R3 Recognize grammatical forms learned in class		
	R4 Identify contextualized words and cognates.		
	R5 Read with understanding shorts texts.		
Writing	W1 Reproduce familiar words or phrases from memory.		
	W2 Build written or verbal messages in Spanish that reflect class activities and the fundamental skills of communication that are introduced in class.		
Culture	C1 Recognize and reproduce culturally relevant information and demeanor.	Meets Global Perspectives Option 1 Goal > identifying prominent cultural traits and concepts.	
	C2 Recognize and understand cultural overviews of the Hispanic world presented in short reading texts.	Meets Global Perspectives Option 1 Goal > demonstrate sufficient reading comprehension in the language of the target culture	
	C3 Identify the basic characteristics that distinguish the Spanish speaking cultures.	Meets Global Perspectives Option 1 Goal > identifying prominent cultural traits and concepts.	
	C4 Identify mayor cultural and socio-historical aspects of the Hispanic world (countries, capitals and geographical location, costumes, food, art and music).		
Technology	T1 Utilize technology and information sources to access news and other historical or cultural information	None	

System of Evaluation																																			
Standards of Measurement			Criteria and Weight																																
			SLO Relationship																																
<table border="1"> <thead> <tr> <th>Performance Description</th> <th>Grade</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Excellent</td> <td>A</td> <td>93 &gt; 100 %</td> </tr> <tr> <td>A-</td> <td>90 &gt; 92 %</td> </tr> <tr> <td rowspan="3">Good</td> <td>B+</td> <td>87 &gt; 89 %</td> </tr> <tr> <td>B</td> <td>83 &gt; 86 %</td> </tr> <tr> <td>B-</td> <td>80 &gt; 82 %</td> </tr> <tr> <td rowspan="3">Satisfactory</td> <td>C+</td> <td>77 &gt; 79%</td> </tr> <tr> <td>C</td> <td>73 &gt; 76 %</td> </tr> <tr> <td>C-</td> <td>70 &gt; 72 %</td> </tr> <tr> <td rowspan="3">Marginal</td> <td>D+</td> <td>67 &gt; 69 %</td> </tr> <tr> <td>D</td> <td>63 &gt; 66 %</td> </tr> <tr> <td>D-</td> <td>60 &gt; 62 %</td> </tr> <tr> <td>Failing</td> <td>F</td> <td>0 &gt; 59 %</td> </tr> </tbody> </table>			Performance Description	Grade	Percentage	Excellent	A	93 > 100 %	A-	90 > 92 %	Good	B+	87 > 89 %	B	83 > 86 %	B-	80 > 82 %	Satisfactory	C+	77 > 79%	C	73 > 76 %	C-	70 > 72 %	Marginal	D+	67 > 69 %	D	63 > 66 %	D-	60 > 62 %	Failing	F	0 > 59 %	Class Participation 15% Homework 15% 2 Quizzes 30% Oral Presentation 10% Final Listening Exam 5% Final Exam 25%  <b>Total 100%</b>
Performance Description	Grade	Percentage																																	
Excellent	A	93 > 100 %																																	
	A-	90 > 92 %																																	
Good	B+	87 > 89 %																																	
	B	83 > 86 %																																	
	B-	80 > 82 %																																	
Satisfactory	C+	77 > 79%																																	
	C	73 > 76 %																																	
	C-	70 > 72 %																																	
Marginal	D+	67 > 69 %																																	
	D	63 > 66 %																																	
	D-	60 > 62 %																																	
Failing	F	0 > 59 %																																	
			L1-2, S1-3, C1, C4 All SLOs L1-2, R1-5, W1-2, C1-4 S1-2, C1, C4 L1-2, C1, C4 L1-2, R1-5, W1-2, C1-4																																

Important Dates	
September 18 <sup>th</sup> , 2020– Quiz 1	October 23 <sup>rd</sup> , 2020– Quiz 2
November 13 <sup>th</sup> – Oral Presentations	November 20 <sup>th</sup> — Final Listening Exam

November 30 <sup>th</sup> , 2020—Final Exam—10:15 AM	
--	--

#### Class Participation:

Like any regular language course, regular and punctual online attendance is required on *Zoom*. During class, students are expected to learn and practice Spanish. To do this in an effective, timely, and interactive way, a student needs to complete each homework assignment before class and become involved as an active language participant. **This requires both a video and audio presence on *Zoom*.**

Students will be assigned a daily grade for class participation based on a four point system: (1pt) preparedness for class, (1pt) audio participation in *Zoom*, (1pt) Video presence on *Zoom*, and (1pt) a completed Exit Ticket.

Regular and punctual class attendance is expected. In order for an absence to be considered “excused” a student must document any illness, serious mitigating circumstances, or official university representation. **Absences due to COVID-19-related illness, quarantine, and/or isolation will be excused as well.** Any “unexcused” absence will result in a 15% reduction in the student’s final Participation grade at the end of the semester. If you miss two classes in a row, the professor will send an email to [absent@mansfield.edu](mailto:absent@mansfield.edu) for administrative follow-up.

#### Quizzes and Final Exam:

Students MUST take each of the quizzes and Final Exam on the day scheduled for examination via *Zoom* using a browser and the QuizCreator exam format. **This quizzes and the Final will be comprehensive in content and may include true/false, multiple-choice, fill-in the blank answers, as well as, short in-class essay. The Final exam will be accumulative.**

If a student is absent from any quiz or the Final Exam, then s/he will receive a zero (unless the student has made a **prior** arrangement with the professor or can provide the professor with a copy of the signed excuse from a physician, coach or other authority **no later than** the first class period after the excused absence). **Absences due to COVID-19-related illness, quarantine, and/or isolation will be excused as well.**

The idea of “dropping of low exam or quiz scores” does NOT exist in this course nor does extra credit.

#### Homework and Lab Activities:

It is the student’s responsibility to complete and maintain a record for each homework or lab activity assigned in class or electronically through the [Blink Learning Center](#) site. Any homework assignment or lab activity should be submitted in a timely manner allowing the professor and students to track student progress and give/receive feedback. Any assignment that is turned-in late will not count for homework credit. If you have problems using the electronic media, please consult with the instructor ASAP. Not knowing how to use the media or incorrectly registering the media will not be accepted as an excuse for late homework.

#### Oral Presentation:

Each student will need to find a partner in class and create together a 4 minute culturally-based dialogue. This dialogue should be based on the material learned in class this semester. Before recording the dialogue live on *Zoom* and sharing it, students should memorize and rehearse their presentation. This recording must be turned in on the scheduled day for the activity. More details will be shared in class.

### MU's Health and Safety Plan for Fall 2020 and the Student Code of Conduct:

Mansfield University's Student Code of Conduct prohibits the violation of any University policy as well as local, state, or federal laws. Expressly included in this expectation are any federal, state, regional, or local emergency orders or declarations, mandatory policies, or mandatory health advisory requirements, including those made by the University President. Mansfield's Health and Safety Plan for Fall 2020 mandates that members of the Mansfield University community comply with certain measures, especially employing social distancing and wearing face coverings, to help reduce the risk of spreading COVID-19. Social distancing and the wearing of face coverings are required in all buildings and classrooms. Face coverings must cover both the nose and mouth. Students who do not conform to these mandates are in violation of the Student Code of Conduct and subject to the appropriate sanctions. Violations of the student conduct code, including violations of social distancing and wearing of face coverings, will be reported to the University's chief conduct officer, William Kluge, at [wkluge@mansfield.edu](mailto:wkluge@mansfield.edu).

Regarding the enforcement of Mansfield's Health and Safety Plan, it is important to recognize the critical nature that full compliance with these policies will play in the success of this semester. It must be understood that non-compliance with these policies by just a few could jeopardize the health and safety of the entire Mansfield community as well as our ability to continue offering in-person instruction during Fall 2020, and therefore violations will be treated accordingly. As such, repeated violations shall result in the suspension of one's right to remain on campus for a portion, or the entirety, of the remaining semester, in addition to other appropriate sanctions based upon the circumstances involved. Please note: Students who have medical conditions that prevent them from wearing face coverings or complying with other risk-mitigating mandates must contact Melinda Phillips in the Coordinator of Services for Students with Disabilities at [mphillip@mansfield.edu](mailto:mphillip@mansfield.edu) or 570.662.4436 to request accommodations.

### Academic Integrity:

The integrity of all scholarly work is at the foundation of an academic community. Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism, is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the appropriate Dean. MU's Academic Integrity Policy can be found at <http://www.mansfield.edu/academic-affairs/faculty-resources/upload/Mansfield-University-Process-for-Reporting-Academic-Integrity-Violations-Rev-3-09.pdf> and the [Academic Dishonesty Form](#) may be accessed here or from the Academic Affairs website.

### Mansfield University Statement on Diversity and Inclusion:

As expressed in Mansfield University's Mission and Vision statement, our institution strives to "nurture the whole student through an inclusive, diverse, and welcoming community." As such, we welcome students, faculty, and staff from diverse backgrounds. We expect all interactions between community members to be respectful, whether in person or online, both in and out of the classroom.

### Copyright:

Mansfield University fully supports and adheres to the Copyright laws of the United States and other nations. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to any original work in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, journals, photographs, and articles are among items subject to copyright. A work need not be explicitly labeled with a copyright notice to be afforded copyright protection. For more information on Copyright please consult the Mansfield University Copyright Information website: <http://mansfield.libguides.com/copyright>.

#### Student Consumer Rights and Responsibilities:

The Higher Education Opportunity Act (HEOA) was enacted in 2008 and reauthorized the amended Higher Education Act of 1965. HEOA requires postsecondary educational institutions to distribute or make publicly available a broad range of information collectively known as Student Consumer Information. Topics covered under HEOA include student financial aid, campus health and safety, student outcomes, as well as general institutional information. Mansfield's Student Consumer Information website is located at this link: <http://mansfield.edu/HEA/>.

#### Title IX and Protection of Minors Legislation: Reporting Obligations

Mansfield University and its faculty are committed to assuring a safe and productive educational environment for all students.

##### **Sexual Discrimination or Misconduct and Title IX Requirements:**

In order to meet this commitment and to comply with Title IX of the Educational Amendments of 1972, all University officials, volunteers and employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless: 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource; or 2) they are a faculty member and learn of the report from a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. These reporting exceptions do not apply to report of sexual misconduct involving an individual who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. When a report involved suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all University employees, officials and volunteers are required to notify the University police and the Child Line run by the Pennsylvania Department of Human Services. Reports regarding Title IX and sexual misconduct should be directed to JoEllen Lindner, Title IX Coordinator or Dusty Zeyn, Deputy Title IX Coordinator at [titleix@mansfield.edu](mailto:titleix@mansfield.edu) or [cm.maxient.com/reporting](http://cm.maxient.com/reporting) form. Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual assault and/or harassment can be found at [mansfield.edu/title-ix](http://mansfield.edu/title-ix).

##### **Protection of Minors Requirements:**

Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 800-932-0313. Immediately following the report to DHS, the mandated reporter must notify Tanya Bombicca (570-389-4151), as designated in the University's protection of minors policy. No exceptions

apply to this reporting obligation. Mansfield University's Protection of Minors policy is available at <http://www.mansfield.edu/hr/protection-of-minors.cfm>.

#### Students Requesting Academic and/or Access Accommodations:

Students with documented learning disabilities, physical challenges, mental health diagnoses, or other significant medical conditions whose learning or participation may be affected in this course, should meet with Melinda Phillips, the Coordinator of Services for Students with Disabilities (SSD Coordinator) in the Office of Services for Students with Disabilities located in 144 South Hall (570.662.4436) for a review of qualification for reasonable accommodations. It is recommended that students contact the SSD Coordinator during the *first two weeks of classes* or immediately upon diagnosis to ensure accommodations are met in an efficient, appropriate, and timely manner for the best student learning outcome. Upon qualification, the Coordinator will arrange to provide an accommodation letter to the professor for the identification of academic or accessibility adjustments. You must contact the Office of Services for Students with Disabilities to renew accommodation letters at the start of each semester.

#### Class records and Grades:

*Oversee your grade by monitoring your progress and maintaining contact with your instructor.* Any student material or record that has been returned to the student becomes the student's responsibility to maintain as a permanent record for the course. Students are responsible for picking up any materials that are made available to them or are returned in class. If a student loses these records and the professor does not have a copy of the material available, the student will receive a failing grade for the particular activity

#### The Syllabus:

This syllabus serves as a contractual agreement between you and Dr. William P. Keeth, the Instructor of Record for this course. *Only the Instructor of Record may issue your course grade.* Presence in this class means that you agree to the items stipulated in the syllabus and are aware of any modifications made throughout the semester. One should periodically check the course web site for any updates to the syllabus and/or class calendar.