



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

[Class Schedule](#)

[Office Hours](#)

**Spa 1101-01**  
*Spring 2022*

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Required material:

*Texts:*

Contreras, F. et al. *Proyectos + The Spanish Hub. Difusión and Blink Learning*, 2019.  
ISBN 8436016734370 (Purchase ebook here:  
<https://www.difusion.us/shop/proyectos-spanish-hub/>)

*Other Resources:*

[Blink Learning Center](#) (Code: CL59735416)  
[Spaleon](#)  
[Conjuguemos.com](#) (Code: adrvye)

Suggested Material:

*Miscellaneous:*

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

*Texts:*

Noble, Judith and Jaime Lacasa *The Complete Handbook of Spanish Verbs*. McGraw-Hill, 1984.  
Morton, Jacqueline. *English Grammar for Students of Spanish*. 7<sup>th</sup> ed, Olivia and Hill Press, 2012.

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 the first segment of a two-class 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)		Form of Assessment	Concomitant SLOs	
			WLC Program	General Education
Listening	L1 Recognize and understand short, learned utterances.	Homework, Class Participation, Quizzes, Final Listening Exam, Final Exam	By the end of this course, most students will reach the Novice Low level of the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines. WLC majors need to reach the intermediate-high or advanced-low level before graduation in all four areas: listening, speaking, reading, and writing. (WLC SLOs 1-3)	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.	Homework, Class Participation, Oral Presentation		
	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.	Homework, Quizzes, Final Exam		
	R2 Use guessing/prediction strategies.	Homework, Quizzes, Final Exam		
	R3 Recognize grammatical forms learned in class	Homework, Quizzes, Final Exam		
	R4 Identify contextualized words and cognates.	Homework, Quizzes, Final Exam		
	R5 Read with understanding shorts texts.	Homework, Quizzes, Final Exam		
Writing	W1 Reproduce familiar words or phrases from memory.	Homework, Quizzes, Final Exam		
	W2 Build written or verbal messages in Spanish that reflect class activities and the fundamental skills of communication that are introduced in class.	Homework, Quizzes, Final Exam		
Culture	C1 Recognize and reproduce culturally relevant information and demeanor.	Homework, Class Participation, Quizzes, Oral Presentation, Final Listening Exam, Final Exam	The textbook selection for this course will help students begin to develop and utilize cross-cultural competencies in different cultural contexts. It includes elementary cultural readings related to various Hispanic cultures. These linguistically based cultural skills will help language majors/minors being to develop the cross-cultural skills needed to reach the WLC Program SLO 4 by graduation.	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.	Homework, Quizzes, Final Exam		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.	Homework, Quizzes Final Exam		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).	Homework, Class Participation, Quizzes, Oral Presentation, Final Listening Exam, Final Exam		
Technology	T1 Utilize technology and information sources to access news and other historical or cultural information	Homework, Oral Presentation	None	None

System of Evaluation:

Standards of Measurement			Criteria and Weight	
Performance Description	Grade	Percentage	Class Participation	15%
Excellent	A	93 > 100 %	Homework	15%
	A-	90 > 92 %	2 Quizzes	30%
Good	B+	87 > 89 %	Oral Presentation	10%
	B	83 > 86 %	Final Listening Exam	5%
	B-	80 > 82 %	Final Exam	25%
Satisfactory	C+	77 > 79%	<b>Total</b>	<b>100%</b>
	C	73 > 76 %		
	C-	70 > 72 %		
Marginal	D+	67 > 69 %		
	D	63 > 66 %		
	D-	60 > 62 %		
Failing	F	0 > 59 %		

Important Dates:

March 4 <sup>th</sup> , 2022– Quiz 1	April 22 <sup>nd</sup> , 2022– Quiz 2
May 2 <sup>nd</sup> and May 4 <sup>th</sup> , 2022– Oral Presentation	May 6 <sup>th</sup> , 2022— Final Listening Exam
May 11 <sup>th</sup> , 2022—Final Exam—8:00 AM	

Cell Phone, Computer, and Social Media Policy:

In the interest of preserving an effective learning environment, cell phones must be turned off or set to “vibrate” during class. In order to keep from disturbing others, you must leave the classroom to accept an emergency call. During the class, students may not engage in any form of social media, send texts or email, or surf the web on non-course related matters on any compatible electronic device. If a student disregards these guidelines, this will result in the device being taken by the professor and turned off for the remainder of the course. Also, his/her participation score will be reduced to 1/2-day unexcused absence. Cell phones, laptop computers, etc. can be used to complete any class-related activities assigned during the same course hour.

Class Participation:

Class Participation: 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 <mailto:absent@mansfield.edu> for administrative follow-up.

Class participation to be evaluated in accordance with the [General Guidelines for Class Participation](#) and in accordance with the system of [Peer Scoring of Class Participation](#). Students will receive participation scores from their peers as well as the professor (60% professor, 40% peers). Any partial absence (over 15 minutes) will result in a maximum score of 2.5 for the day.

### Quizzes and Final Exam:

Students MUST take each of the quizzes and Final Exam on the day scheduled for examination. The Quizzes and the Final Exam 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. If you have problems using the electronic media, please consult with the instructor ASAP. **Knowing how to correctly registering and use the media will help students avoid being penalized for turning in homework late.** Any late assignment will not count for homework credit.

### Oral Presentation:

Please, refer to the Oral Presentations Guide: [Part 1](#) / [Part 2](#). Students need to make their Oral Presentations on the day scheduled for this examination.

### Suggested Method of Study

Students should expand their class notes as soon as possible following each class and should review the previous day's notes before they attend the next class. Students are encouraged to self-monitor their progress and set up a rigorous routine of reading. To avoid burnout, students should always study in multiple, staggered, short blocks of time. Each block should be no more than an hour and should include 5-to-10-minute breaks. Integrating numerous small blocks of study time into the weekly schedule is empowering.

### 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.

### 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.

### MU's Health and Safety Plan for Spring 2022 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 Guide for Spring 2022 recommends that members of the Mansfield University community comply with certain measures, including social distancing and the wearing face coverings, to help reduce the risk of spreading COVID-19.

Adherence to the isolation and quarantine guidance for exposure or if an individual tests positive for the COVID virus is expected of the entire campus community. Social distancing and the wearing of face coverings guidance are based on the recommendations from the Centers for Disease Control and Prevention (CDC) in all buildings and classrooms. Face coverings must cover both the nose and mouth, and be of a multi-layer design. KN95 and surgical masks provide the best protection. Neck gators are not acceptable for face covering and should not be used.

Students who do not conform any specified university mandate of mitigation actions are in violation of the Student Code of Conduct and subject to the appropriate sanctions. Violations of the student Code of Conduct, will be reported to the University's chief conduct officer, William Kluge, at [wkluge@mansfield.edu](mailto:wkluge@mansfield.edu). For more information, please see the university's Health and Safety Plan at <http://mansfield.edu/health>.

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 Spring2022, and therefore violations will be treated accordingly. As such, repeated violations shall result in the 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.

### 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.

### 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.

### 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.

### 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](#).

### 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 Mansfield University, Title IX Coordinator by [email](#) or using this [website](#). 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 [here](#).

### *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 Human Resources (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 <https://www.mansfield.edu/hr/protection-of-minors.cfm>.