



SPA 101: INTRODUCTORY SPANISH

Prof. William Keeth

E-mail: wkeeth@mnsfld.edu

Web Site: <http://www.mnsfld.edu/~wkeeth>

Tel: 570-662-4605 or 570-662-4581

Office: 12 Manser Hours: MWF 1:00-1:50 pm, MW 3:00-4:00 pm or by appointment.

Required material

Texts:

- 1) Jarvis, Ana, et al. *¡Hola, amigos!*. 5th ed. New York: Houghton Mifflin Co, 2001.
- 2) Jarvis, Ana, et al. . *Workbook / Laboratory Manual / Video Manual: ¡Hola, amigos*. 5th ed. New York: Houghton Mifflin Co, 2001.

Cassette tapes:

- 1) Student Tape to Accompany *¡Hola, amigos!*.
- 2) Student Tape for the *Laboratory Manual* available on-line at:
<http://discovery.mnsfld.edu>

Suggested Material

Texts:

- 1) *The University of Chicago Spanish Dictionary*. Chicago: The U of Chicago P, 1987.
- 2) Noble, Judith. *Complete Handbook of Spanish Verbs*. Illinois: Passport Books, 1992.
- 3) Spinelli, Emily. *English Grammar for Students of Spanish*. Michigan: The Olivia and Hill Press, 1994

Other:

- 1) A package of Index Cards

Overview of course:

In this Spanish course we will develop elementary speaking, listening, reading, and writing skills in Spanish, emphasizing everyday communication. The format of quizzes and tests will reflect this concentration. One's willingness to prepare for and participate in class and in group activities will advance one's development in Spanish and will allow the class to explore a wider variety of activities and cultural situations.

Course Goals

- 1) Recognize and use basic vocabulary, idiomatic expressions, and grammar.
- 2) Build written or verbal messages in Spanish that reflect class activities and the elementary speaking, writing, listening, or reading skills introduced.
- 3) Use guessing/prediction strategies and grammatical forms in language production.
- 4) Recognize culturally relevant demeanor.
- 5) Return conversation in casual talks, classroom discussions, dialogues, and questions.

Performance and Evaluation

Evaluation:

Evaluation Scale:			System of Evaluation*:	
A	90%-100%	Excellent	1 Midterm.....	20%
B	80%-89%	Good	5 Quizzes.....	25%
C	70%-79%	Average	Class Participation.....	10%
D	60%-69%	Passing	Class Assignments and Home Work.....	5.0%
F	0%-59%	Failure	Lab Assignments.....	5.0%
			1 Oral Presentation.....	10%
			1 Comprehensive Listening Exam.....	5%
			1 Final Exam.....	20%
			Total: 100%	

*Specific due dates will be listed in the Class Calendar or assigned periodically in class.

Performance:

Study Method: 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. This allows them to pay closer attention to what is said during class and serves as a *review* of class material--*one of the most essential parts of a foreign language class*. Students should also try to study the most difficult topics first and spend more time studying these same areas. Students should always study in short periods (an hour), periods that include 5 to 10 minute breaks. Creating and sticking to a study schedule is very important. Weekends can represent valuable moments for studying more difficult areas. If, for some reason, a student begins to feel that the demands placed upon his/her time, energy, and intellect are unremitting, s/he is expected to seek both the professor's help and outside tutoring.

Attendance: All students are expected to attend all classes. Missing a class does not release a student from homework, testing, or participation obligations. Although it is NOT mandatory that a professor assist students in making-up work missed due to an official field trip, due to an official university function, or due to an illness, students in this course MAY arrange with the professor to make-up missed work. Students MUST, however, make this type of arrangement *at least 24 hours prior* to their absence or the absence will be considered unexcused. In the event of an unexpected illness, students MUST provide documents supporting the medical emergency, or the absence will be considered unexcused. *Every unexcused absence will result in a 15% reduction in the student's participation grade*. Students should, therefore, keep in touch with a classmate and be sure contact their professor in advance of any absence. Electronic submission of written work is an effective and secure way of handing in required written work by a specified deadline, especially when a student expects to be absent. Students should take advantage of this feature whenever possible.

Conduct: Academic honesty, the submission of original work, and student interaction is expected in this class. Any form of cheating may result in failure of the course. Additional information concerning academic honesty can be found in the Password.

The Syllabus: This syllabus serves as a contractual agreement. 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 or class calendar. Additional exercises and handy links can be found here, too.

Class records and Grades: Oversee your grade by monitoring your progress and maintaining contact with your instructor. Any exam, quiz, attendance record, homework paper, composition, notebooks, or other student material which 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.

Exams & Quizzes: All students must be present at each exam or quiz. If a student is absent from any exam or quiz (unless the absence is a result of an unexpected illness or the student has arranged a make-up plan with the professor), the student will receive a failing grade on the exam or quiz. Students with a 93% or higher cumulative average score at the end of the course prior to the final exam, may be excused from taking the final written exam. "Extra credit" and the "dropping of low exam or quiz scores" do NOT exist in this course. The Midterm exam will cover material from various weeks of class. The Final Exam will be comprehensive and accumulative in content.

Class participation: A grade for each student's class participation will be determined in accordance with each student's attendance and the results of periodic instructor evaluation.

Homework: It is the student's responsibility to keep track of homework assignments. Homework will be collected or checked during the first minutes of class. No late homework will be accepted, unless a student has arranged to miss class with the professor. Students will conform to the "Visto Bueno" method of homework completion.

Lab Activities: Audio cassettes with text- and lab manual-based practice exercises accompany each chapter and must be completed. Language lab activities will be collected or checked each day an exam is administered. Students must conform to the "Visto Bueno" method of lab work completion. Please consult the course web-page for information regarding Language Lab hours and free tutoring.

Other Operational Matters:

Disabilities: If a student has a documented disability and requires accommodations to obtain equal access in this course, s/he needs to contact the professor at the beginning of the semester.

Audit & P/F Options: 100 or 200 level courses may not be taken pass/fail to fulfill any General Education requirements. Courses required to complete a major or an academic minor may be included in the pass/fail option at the discretion of the department of Languages and Literature. They also require the chairperson's signature and may not be counted for General Education credit. If a student wishes to audit this course, s/he must seek the approval of the Languages and Literature department and notify the professor within the first seven days of class.

Study abroad: Dr. Blanco can provide information about studying in Costa Rica and various other study abroad programs for Spanish students. One can also contact the Office of the Provost or Study Abroad advisor for information about available programs and an application. You must provide evidence of a cumulative QPA of 2.5 and submit two references from professors or administrators to participate in these programs.