

A. Course Information

Semester & Year: Fall 2021
Course ID & Section #: SPAN 1A V1888
Instructor's name: Kristy Carlsen
Day/Time of required meetings: Online / Please note that this course has two required sessions each week on Tues/Thurs from 6:00-7:15 pm (Pacific) in Zoom.
Location or *Online: Online
Number of proctored exams: 6 * Note that this course has a modified proctoring approach. You will not be recorded while taking exams but Proctorio will lock down your browser to ensure that you do not use other tabs outside of the exam.
Number of units: 4 units

Important information about required meetings in Zoom and the requirement to have a working webcam:

It is important when learning a language to have opportunities to communicate with others. There are frankly no sufficient tools online that will simulate the kind of basic communication that students do in a beginning-level Spanish class. For this reason, I am requiring two hour-long meetings per week (with only one session during week 1) in Zoom, a video conferencing software available for your computer as well as smartphone and/or tablet. In these meetings, you will speak with your classmates and me in Zoom and have the opportunity to interact with the material.

Please note the following requirements for this class:

- 1. This course has two required meetings each week on **Tues/Thurs from 6:00-7:15 pm** (Pacific) in Zoom.**
- 2. You will need to have access to a computer with audio and video capability. You will need to sign in to the Zoom meetings and Oral Proficiency Interviews with video. Those doing the Zoom Alternative Assignments will need to record themselves using video.**

Only those who come to my office hours and who can provide a verified reason that they cannot use their video during a Zoom meeting will be allowed to sign in to Zoom meetings without the use of their video. You will need to write a letter in which you verify that you have tried to find a way to use your video during class but were unsuccessful. If you have a verified reason for not using video during the Zoom meeting, you will still need to have it turned on at the beginning and end of class so I can verify that you are present in class.

- 3. You will need to sign in to the Oral Proficiency Interviews using video and there are no exceptions to this rule.**

Many computers have a built in webcam. If yours does not, you will need to purchase (or borrow) a webcam. There are inexpensive options available that plug into a USB port.

During week 1, there is only one Zoom meeting on **Thursday.**

Before the Zoom meeting:

Before each meeting, you will be provided with detailed information in a week's module about the goals of the meeting, materials needed and activities to complete ahead of time to prepare for it. You should take a look at this information before the meeting and download the materials for the meeting to make it go more smoothly.

Directions for joining a Zoom meeting:

1. In order to attend the Zoom meetings, simply click on the following link at the start-time of the Zoom meeting: <https://cccconfer.zoom.us/my/carlsen?pwd=Y0lyZIRjU0t1TnkrQ0NnWVp4WnlhQT09>

You will most likely not be prompted to put in a password. However, if you are prompted to put in a password, here is the password: 006856

2. After you sign in to a meeting, you will be placed in a waiting room. After I grant you permission, you will then be allowed to enter the meeting.

****If you are a little early, you may get a message that the host hasn't started the meeting yet. If this happens, just wait for me to start the meeting.**

3. You should try to mute yourself when you enter the meeting if you are in a place that is noisy.

****You will be prompted to download Zoom the first time you click on this link.**

****If prompted, click the Launch Zoom button, then follow the on-screen prompts**

****If it doesn't work the first time, leave the meeting, enter the meeting again by clicking on the link above again, and allow the Zoom app to run. If you still have trouble, email me and I will help you.**

****Please do not try to join a meeting while driving or in a noisy place. Find a place that has as little noise and distractions as possible. Please don't be doing other activities, like cooking, watching TV or doing other homework, during a Zoom meeting. You should be paying full attention to the meeting so that I and your classmates can fully interact with you.**

****You may download Zoom here ahead of time: <https://zoom.us/download>**

****Here is a link to a how-to video about joining a meeting in Zoom: [Join a Meeting](#)**

After you have joined the Zoom meeting:

You can participate with video or just audio, it is your choice. You will be given a choice when you enter the meeting.

I will be putting you into groups with others to do speaking activities and will also use the tools in Zoom to share materials with you.

Here is a participant guide to Zoom that has more information: [Participant_Guide.pdf](#)

****Remember that you just need to click on the link below to enter the meetings. I will not be sending you an invite.**

Link to join meetings: <https://cccconfer.zoom.us/my/carlsen?pwd=Y0lyZIRjU0t1TnkrQ0NnWVp4WnlhQT09>

B. Instructor Contact Information

Office location or *Online: Online in Zoom
Office hours: Mon/Wed 1:15-2:15 / Tues/Thurs 11:00-12:00 / by appointment
Phone number: 707-476-4316
Email address: kristy-carlsen@redwoods.edu

C. Communication: my office hours

I am here to assist you in any way to support your success in the class. I encourage you to stop by with any questions or concerns you have about an assignment or your experience in the course. In addition, I also have online office hours via Zoom. If you are unavailable during my office hours, we can set up a meeting at another time.

When are they?	Where are they?
Mon/Wed 1:15-2:15	Online via Zoom, a video conferencing software
Tues/Thurs 11:00-12:00	Online via Zoom, a video conferencing software
	How to attend my office hours: In order to attend my office hours, simply click on the following link during my office hours: https://cccconfer.zoom.us/my/carlsen?pwd=Y0IyZlRjU0t1TnkrQ0NnWVp4WnlhQT09 You may download Zoom here: https://zoom.us/download Here is a link to a how-to video about joining a meeting in Zoom: https://www.youtube.com/watch?time_continue=1&v=vFhAEoCF7jg

D. Catalog Description

A beginning course that presents the fundamentals of Spanish and provides the tools for students to acquire elementary linguistic proficiency. The course emphasizes the communicative use of all language skills: listening, speaking, reading, and writing. Special emphasis is placed on providing insights into the cultural diversity of the Spanish-speaking world.

E. Required textbook

Textbook Title: *Panorama: Introducción a la lengua española*

Edition: 6th Edition

Author: Blanco et al.

There are multiple options available for purchasing the textbook. Which option you choose depends on how many Spanish courses you plan on taking. You will need *Panorama* which includes an online version of the book and assignments to complete online.

**** DO NOT BUY A USED BOOK. You will still be required to buy a code to access the online activities and these codes can be used once by one student.**

****You do not need a physical copy of the textbook for this course. You just need an online version of the textbook.**

***The same textbook is used for face-to-face and online Spanish courses.**

****However, keep the following in mind...**

Face-to-face courses require students to have a physical copy of the textbook.

***If you plan on taking face-to-face Spanish courses in the future, you will want to go with the **DIGITAL + TEXTBOOK FORMAT** so you have a physical copy of the textbook in the future. See information below.**

****If you plan on ONLY taking online Spanish courses in the future, you can feel free to purchase the **DIGITAL-ONLY FORMAT**. See information below.**

Here are the pricing options for the **DIGITAL + TEXTBOOK FORMAT** available directly from the textbook publisher. Purchase your code by clicking on the following link: <https://vistahigherlearning.com/school/colredwoods/> You will be prompted to create an account or login. ***This option may be more expensive if you buy it through the bookstore. You can feel free to shop around before you make your final purchase.**

****These prices are for packages that include online access, an online eBook and a loose-leaf version of the textbook.**

1. If you plan on taking Spanish 1A ONLY: 6-month access code: \$147.60 per semester (1 Spanish class only) ISBN: 978-1-54331-962-0
2. If you plan on taking multiple Spanish courses: 36-month access code: \$222 up-front (you can use this code to take up to 3 Spanish classes in a 3-year period) ISBN: 978-1-54331-597-4.

Here is the pricing option for the **DIGITAL-ONLY FORMAT** available directly from the textbook publisher. Purchase your code by clicking on the following link: <https://vistahigherlearning.com/school/colredwoods/> You will be prompted to create an account or login.

****This price is for online access, which includes an online eBook.**

1. If you plan on taking multiple online Spanish courses: 36-month access code: \$180 up-front (you can use this code to take up to 3 online Spanish courses in a 3-year period) ISBN: 978-1-54331-598-1

F. Other Required Materials and skills

Necessary computer skills:

This course requires adequate computer skills. You must be able to:

- navigate the course Learning Management System (Canvas)
- receive and respond to your CR email
- download and upload files to Canvas, and
- use a word processor (such as Microsoft Word)

It is your responsibility to meet the technological demands of the course.

General Computer Requirements: You should have high-speed internet (such as broadband) service from cable, DSL, or satellite providers as there are videos that require this speed. You need to have reliable access to the internet for the duration of the course. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. Have a plan B, such as a coffee shop with internet where you can complete work if your home internet goes down, etc. It is your responsibility to meet the class deadlines.

Hardware Requirements:

- **Computers:** You should plan on doing the majority of your work (especially exams and assignments) from a reasonably recent model notebook or desktop computer (Mac or PC). *Do NOT plan to participate in this class solely from a portable device.*
- **Portable Devices:** Although you can use late-model portable devices (such as Android or iOS phones & tablets) for some things, you should plan on doing the majority of your work (especially exams and assignments) from a reasonably late-model notebook or desktop computer (Mac or PC). *Do NOT plan to participate in this class solely from a portable device.*
 - If you do decide to use your portable device for **some** of your class work, use the free Canvas app (called "Canvas by Instructure") available in iTunes (for iOS) and the Google Play Store (for Android). You can use recent model portable devices (such as Android or iOS phones & tablets) for some things in this class.
 - **Do not** try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.
- **Webcam:** You will need to be able to use a webcam and record videos of yourself and sign in to the Zoom meetings using a webcam.. Many computers have a built in webcam. If yours does not, you will need to purchase (or borrow) a webcam. There are inexpensive options available that plug into a USB port.
- **Audio recording equipment:** Many computers or webcams have audio recording capabilities; if yours does not you will likely need to purchase a microphone.
- **High-speed internet:** You should have high-speed internet (such as broadband) service from cable, DSL, or satellite providers as there are videos that require this speed. You need to have reliable access to the internet for the duration of the course. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.

Software Requirements: It is important that you set yourself up for success by making sure that you have the necessary software in order to participate fully in the course. Please make sure that you have the following set up by the first week of class:

- **Browsers** - You will need to use the most recent version of one of the following browsers in order to best access the course and activities; Mozilla Firefox (60 or higher), Chrome (65.0.3325.181 or higher), or Safari (11 or higher). Do not use Internet Explorer as it does not work properly with Canvas.
- **Word Processing Software** - You will need Microsoft Word or a compatible software program in order to create Word or Word compatible documents.
 - Students at CR have access to Office 365 (Word, PowerPoint, Excel, and OneNote) free with a valid @mycr.redwoods.edu or @redwoods.edu email account. Go to [Get Office 365](#) to get started.

- There are free options such as [Google docs](#) (this requires a gmail account) or [OfficeLibre](#).
- **Acrobat Reader** – [Adobe Acrobat Reader](#) is a free program that will allow you to read and download pdf files.

G. How to access necessary websites

1. Access and navigate Canvas

How do I get into the class portal? Log in to <https://redwoods.instructure.com/login/canvas>. Select our course from your course menu. Your login name will be your first initial, last name, last three digits of your student I.D number (sgarcis567), your password is your eight digit date of birth (06031996). For tech help, email its@redwoods.edu or call 707-476-4160

Does log in change if I am on a Smartphone? If you have a smartphone or a tablet, there is a free Canvas app through the Apple store at <https://itunes.apple.com/us/app/canvas-student/id480883488?mt=8> or an app available for Android devices at https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US

Can I take the entire course and submit working using only my smartphone? No. Please do not try and complete this class entirely on a mobile device. The interface on a Smartphone will be complicated and impact success. If you decide to use your portable device for some of your class work, use the free Canvas app. You need access to a reasonable model Mac or PC computer. This computer should have a reliable Internet connection. You also need up-to-date software for the duration of this course. Software includes Adobe Acrobat, Chrome or Firefox/Safari, and word processing software (such as Microsoft Word)

How can I get Microsoft Word? Students at CR have free access to Office 365 (Word, PowerPoint, Excel, and OneNote) with a valid @mycr.redwoods.edu or @redwoods.edu email account. Go to <https://office.com/getoffice365> to get started.

What if I have trouble using Canvas, WebAdvisor or my email? Before contacting Technical Support please visit the [Online Support Page](#). For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

What if I want to change my preferred name in Canvas? Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

2. Access the Supersite online workbook and online version of the textbook

***Access Supersite online resources and assignments:** Go to <http://www.vhlcentral.com>. You will be prompted to create an account the first time you visit the site. You will only be able to access the online workbook if you purchase the Supersite Plus Code.

***Access the online version of the textbook:** After you log in to Supersite, go to Content and choose “vtext” from the drop-down menu.

H. Recommended and optional materials

Recommended materials: It is recommended that you either use a Spanish-English dictionary online or purchase a dictionary to use for this class. Google Translate is okay but not as accurate as an actual dictionary. The following sites are good, free online dictionaries: <http://www.wordreference.com> and www.Spanishdict.com. Wordreference also has a free app.

Optional, free apps: Quizlet (flash cards and games); Duolingo (vocabulary); LingoDiction; Wordreference.com app (dictionary) (NOTE: these are just suggested as helpful but you are NOT by any means required to use them)

I. Course Student Learning Outcomes (*from course outline of record*)

1. Comprehend basic Spanish and use appropriate beginning level vocabulary and grammar to express oneself and communicate in the target language orally.
2. Comprehend basic (oral or written) questions in Spanish and answer in writing, demonstrating accuracy and control of fundamental grammatical concepts.
3. Comprehend, and answer questions about, the content of short, basic texts in Spanish.
4. Demonstrate a basic knowledge of the diverse cultures that make up the Hispanic world.

J. Class structure and what to expect

We will cover Lección 1 to Lección 5 from the textbook and a brief introduction of the preterite (past tense) and reflexive constructions. Each class session will consist of a short review of the new grammatical concepts which will be followed by pair and group activities. I will be speaking as much in Spanish as possible and expect students to do the same.

This is a transferrable, university-level course and it is fairly fast-paced. You should expect to devote some time to personal study and completing homework. If you struggle with the material, you can get help from me or a tutor outside of class.

Using the language to interact with others is fundamental to learning and improving language skills. This class involves many activities where you will be speaking with others. It is not possible to participate in this course without speaking with others. If you decide to stay in this class, then you will be required to speak with others during Zoom meetings. There are no exceptions to this. If you believe that you will not be able to speak with others, discuss with me your ability to remain in the class. If you occasionally have days when you are not able to speak with others, then you should excuse yourself from the Zoom meeting for the day.

K. Regular effective contact

In order to ensure that you will have regular contact with me and your classmates, a typical week of this class will include all or some of the following activities:

1. Logging in to Canvas to review the weekly plan which will be available on the Zoom information sheets twice per week in the modules.
2. Reviewing lesson videos and completing quizzes on the lesson videos.
3. Reading lesson material and completing exercises to practice writing and speaking in the online textbook/workbook *Supersite*.
4. You will have the opportunity to ask and answer general questions about the course in the Q & A discussion forum and during the Zoom video conference meetings.

5. Doing speaking and writing activities while participating in the twice-weekly required Zoom video conference meetings.
6. Posting Discussion Forum messages to answer questions relating to the material of the course.
7. Completing a group presentation about a cultural topic.

L. Evaluation & Grading Policy

1) *Participation-Zoom meetings or Zoom alternative assignments* (10%)

Learning another language requires active engagement with the new structures learned and interaction with others. Full participation means arriving to Zoom meetings on-time, familiar with the topic of the day, and ready to interact with peers and instructor in Spanish (as much as possible), and staying for the full meeting. **Your participation grade will be based on two different assignments: warmup questions and end of class activities. You have to be in the Zoom meeting on-time (or submit the Zoom alternative assignment on-time) and stay for the full period to receive credit for doing both.** More details about warmup questions will follow on Canvas in the Zoom meeting information page.

In order to ensure that you still are able to practice your speaking abilities and interact with me and your classmates, the following three options will be offered to you:

1. You may attend a Zoom meeting with me and your classmates. See section A above for more details about the Zoom meetings. ****If you can make this option work, it will be the option that most closely resembles a normal class. It is recommended that you try to attend the Zoom meetings if you can.**

2. You may choose to find a partner to meet up with on a weekly basis and do the speaking activities with them. You will be given instructions for recording your meeting with your partner and submitting the recording to me for participation credit. ****These recordings will not be accepted late.** If you would like to do this option, you need to notify me by no later than Friday of week 1.

****More information about this option will be provided to those who request it on Canvas and via Canvas messages.**

****Please note that, if you choose this option, you will be required to sign a contract where you will document the reason that you are not able to attend the regular Zoom meetings and you will commit to a plan to visit my office hours on a weekly basis in order to ensure you are successful and to make up the time that would otherwise be spent practicing with your classmates and me. If you do not fulfill your contract for two weeks, you will be dropped.**

3. You may choose to do the speaking activities alone. In this scenario, you would essentially be speaking with yourself. You will be given instructions for recording yourself speaking and submitting the recording to me for participation credit. ****These recordings will not be accepted late.** If you would like to do this option, you need to notify me by no later than Friday of week 1.

****More information about this option will be provided to those who request it on Canvas and via Canvas messages.**

****Please note that, if you choose this option, you will be required to sign a contract where you will document the reason that you are not able to attend the regular Zoom meetings and you will commit to a plan to visit my office hours on a weekly basis in order to ensure you are successful and to make up the time that would otherwise be spent practicing with your classmates and me. If you do not fulfill your contract for two weeks, you will be dropped.**

Important details about participation:

- 1) I take roll two times each meeting (or Zoom alternative assignment recording), once at the beginning and once at the end.
- 2) Starting week 2, you will be dropped if you miss 4 Zoom meetings (or the equivalent of four class meetings if you are doing the Zoom alternative assignments) between weeks 2 and 10. If an absence is excused with a note from a doctor or coach, it will not be counted toward this total.
- 3) I take roll after the first five minutes of a meeting and during the last five minutes of a meeting. If you arrive more than five minutes late, you will not earn points for doing warmup questions for that meeting. If you leave five or more minutes early, you will not receive points for doing end of class activities for that meeting.
- 4) You will receive two different grades for participation based on the scales below:

****Please note that, for those doing the Zoom alternative assignments, your grade will be based on the number of class meetings not included in the recordings that you submit. The number of meetings that those doing Zoom alternative assignments is calculated in the same way that it is calculated for those attending meetings.**

If you miss this number of warmup questions between weeks 2 and 15 (if you arrive more than 5 minutes late)	You'll earn this overall participation grade for warmup questions
0-3	100
4	80
5	60
6 or more	0

If you miss this number of end of class activities between weeks 2 and 15 (if you leave 5 or more minutes early)	You'll earn this overall participation grade for end of class activities
0-3	100
4	80
5	60
6 or more	0

2) Attendance Policy

Attendance in the Zoom meetings is mandatory and extremely important. I take roll every meeting. I am allowed to withdraw students from class for non-participation through the 10th week of class.

Excused Absences: You need to provide me with documentation for excused absences (e.g. doctor's or coach's note). Excused absences include illness, academic circumstances (e.g. fieldtrips, conferences, and athletic games) or religious practice. If any attendance problems arise, please consult me as soon as possible.

***Each time a student is asked to leave the meeting due to disruptive behavior or refusal to participate, it is counted as one absence.**

***If you already know the material, then sign up for a different class.**

****Behavior that could lead to faculty withdrawal:**

1. If you don't post to "Introductions & Attendance" discussion by **Monday** of the first week, you will be dropped.

2. Starting week 2, you will be dropped if you miss 4 Zoom meetings (or the equivalent of four class meetings if you are doing the Zoom alternative assignments) between weeks 2 and 10. If an absence is excused with a note from a doctor or coach, it will not be counted toward this total.

3. If you engage in behavior that is abusive, disrespectful or disruptive or if you are unwilling to participate, then you may be dropped from the class. You will receive one warning about your behavior and one opportunity to show that you are willing to change the behavior. If you are not willing to change your behavior, then you may be dropped from the class.

4. If you are regularly unable to attend the Zoom meetings or if you regularly need to miss the Zoom alternative assignments, you will need to drop the class. **DO NOT** expect to take a class that you cannot regularly attend. If you have complicated circumstances that keep you from participating in the class, then you need to do what is best for you, me and your classmates and drop the class. Please have realistic expectations and recognize that you will not benefit from a class that you cannot attend.

**** Special note for student athletes:** I and the college community applaud your dedication to the college by participating in sports. However, it is not appropriate to sign up for classes that you are not able to regularly attend. I need to treat all of my students fairly. By the beginning of week 2, all student athletes are required to show me their schedule and let me know who their coach is. You must make sure that you will not miss 4 or more class hours. If you will miss 4 or more class hours, then I will contact your coach and tell them that you need to sign up for a different class that fits with your schedule. All athletes must schedule makeups of missed exams at the beginning of the semester.

3) Participation-Lesson quizzes & Discussions (5%)

Lesson quizzes: Your participation grade will also include lesson quizzes and discussions. Each lesson and additional handout posted on Canvas is accompanied by a quiz to check your understanding of the lesson. They are graded for completion and you will need to watch the videos that are in each lesson in order to be able to answer the questions on the quizzes. Lesson quizzes appear in the modules and are submitted on Canvas. **All quizzes will be due at the start of each Zoom meeting, on Tuesdays and Thursdays at 6:00 pm.** They are meant to prepare you for the Zoom meetings. You will be given credit for completing these quizzes, not for how many questions you answer correctly.

These quizzes cannot be made up or taken late unless you are ill and you submit a doctor's note. The lowest 6 Lesson quiz grades are dropped.

Discussion: You will also occasionally post responses as part of a discussion. These appear in some modules.

4) Homework Quizzes: (2%):

Some of the quizzes that appear in the modules will be meant as review of the material. Homework quizzes appear in the modules and are submitted on Canvas. **All quizzes will be due at the start of each Zoom meeting, on Tuesdays and Thursdays at 6:00 pm.** You will be given credit for completing these quizzes, not for how many questions you answer correctly.

These quizzes can be made up or taken late if you submit one of the four late work passes that you have for the semester. The lowest 6 homework quiz grades are dropped.

5) Supersite Activities (8%): The electronic workbook homework is completed online on the Supersite site. Some of this homework represents basic, introductory exercises that allow you to practice new material. Other activities allow you to review material as you go along. Some of the activities include cultural videos that give you the opportunity to learn more about the Spanish-speaking world. To access this homework, log on to the Vistas

Supersite at <http://vistas.vhlcentral.com>. See instructions for registering on the site under the “Supersite Resources” section of Canvas. **Please have access to Supersite by Tuesday of week 2 if possible.**

- a) **The due dates for these activities will appear both on the Supersite site and you will be reminded within a module when there are activities due.**
- b) **Supersite work will be due at 11:59 pm on Tuesdays, Thursdays and Sundays.** You can work ahead on this work if you’d like.
- c) If you have any technical problems with the **Supersite site**, please visit their helpdesk at support.vhlcentral.com or contact them at: (800) 248-2813 or techsupport@vistahigherlearning.com
- d) If you have a question about your Supersite work, please contact me by phone or email to schedule an appointment or speak with me about it during my office hours. If you ask for help only through the site itself, it may take me longer to get back to you.
- e) **On the Supersite, please do not create a username that does not include your real name. Do not use initials. This ensures I can give you proper credit for your work.**
- f) **Please note that you need to make sure that you have access to a reliable computer and internet for the Supersite homework. Not having access to a computer or reliable internet is not a valid excuse for not completing the homework on-time except in extreme circumstances or outages that affect many people in the community. If you don’t have access to a reliable computer or internet, then you will need to use the computers in the library to complete the work.**

6) Chapter Exams (20%), Oral Proficiency Interviews (35%) and final exams: Written and oral (15%)

- 1) There will be four chapter exams.
- 2) Oral proficiency interviews will be completed via Zoom and you will receive instructions closer to the due date of these assessments.
- 3) Everyone must take the final exam. It will be proctored and cannot be made up or taken late if it is missed.
- 4) **EXAM MAKE-UPS IN THE CASE OF A NON-EMERGENCY:** In this situation, a missed chapter exam can only be made up based on the rules stipulated in Section 8) Late work makeup passes.
- 5) **EXAM MAKE-UPS IN THE CASE OF A MAJOR MEDICAL EMERGENCY OR TRAUMATIC LIFE EVENT:** In this situation, a missed chapter exam can only be made up based on the rules stipulated in Section 8) Late work makeup passes.
- 6) The final writing will be proctored and can be made up with a late work pass.

7) Projects (5%)

The *Calendario semanal* states the due dates of these assignments. The assignments are: short written project and write-up about a film (to be viewed on your own). Instructions for these will be posted on Canvas.

8) Late work makeup passes

Information about the passes: You will be able to use **FOUR PASSES** throughout the semester. These passes can be used for turning in projects and homework quizzes late or making up a missed exam. You decide what you will use them for. You must fill out a pass and send it to me via email as an attachment after the work has been completed. You will fill in the details in the pass file, save it as a separate file and email it to me or send it to me via Canvas message **as a .pdf, .jpg or .docx attachment**. In all cases, you will not get credit for a late assignment unless I receive a pass from you.

See below for the rules for turning in an assignment late and making up an exam:

Turning in a homework quiz or project late: If you don't turn in an assignment by the day it is due then it is considered late. You may choose to use one of your passes to turn it in **WITHIN ONE WEEK** after the due date.

Turning in Supersite homework late: You are allowed to turn in any Supersite assignment late within **FIVE DAYS** of the original due date. All assignments submitted late will be docked 20% per day late. You may not submit a late pass to avoid the 20% penalty. Late passes cannot be used for Supersite because everyone can automatically turn in this work within five days of the original due date.

Making up a missed exam or the final writing:

EXAM MAKE-UPS IN THE CASE OF A NON-EMERGENCY: In this situation, a missed chapter exam can only be made up based on the the following rules: In order to make up an exam that you miss, you will need to do the following: You must contact me by 12:00 PM (NOON) the day after the exam's original due date/time. You will have an **ADDITIONAL 48 HOURS** after the original due date/time to take the exam.

EXAM MAKE-UPS IN THE CASE OF A MAJOR MEDICAL EMERGENCY OR TRAUMATIC LIFE EVENT: In this situation, a missed chapter exam can be made up according to the following rules: A late pass will not be required. You must contact me within 2 days after the exam's original due date/time. You will have an **ADDITIONAL 4 DAYS** after the original due date/time to take the exam. You will also need to scan and send an email verification, such as a copy of a doctor's note.

Making up lesson quizzes and discussion posts: These quizzes and discussion posts CANNOT be made up or taken late except in the event of a major medical emergency or traumatic life event. In this situation, a missed lesson quiz can be made up according to the following rules: A late pass will not be required. You must contact me within 2 days after the assignment's original due date/time. You will have an **ADDITIONAL WEEK** after the original due date/time to make up the quiz or discussion. You will also need to scan and send an email verification, such as a copy of a doctor's note.

9) Extra credit opportunities:

You may earn extra credit toward your "Panorama Supersite" and/or "Homework quizzes" grades in the following ways:

1. **Visiting a tutor or me for help:** You may visit the Spanish tutor in the Academic Support Center for help. You may also make an appointment with me for help. You will earn **1 point** per minute that you spend getting help. **You must have me or the tutor sign the "Tutoring sign-in sheet" (to be found on Canvas) and turn in the sheet at the end of the semester in order to get credit.** The tutor can be a NetTutor as well. See the information on Canvas about the tutoring sign-in sheet for more details.
2. **Getting help with a draft of a project:** You can receive a higher grade on a project if you get help from me or the tutor with a draft of the project. In order to get credit for getting help, **have the tutor (or me) sign the "Tutoring sign-in sheet" (to be found on Canvas) stating that you got help with your project. Each assignment will have more details about the credit you can receive for getting help.** Please contact me if you have further questions.
3. **Correcting an exam:** You can also improve your grade on an exam by (up to) 5% if you get help from the tutor (or me) and have them (or me) sign the "Tutoring sign-in sheet" (to be found on Canvas) stating that you got help. **The exam must be fully corrected to receive this credit and the corrections emailed to the instructor within two weeks of receiving the grade.** See the page titled "Instructions for correcting exams for extra points" under the

Information and Resources module on Canvas for more information. Please contact me if you have further questions.

10) Language/content disclaimer: We will be watching a film this semester that may contain some profanity, violence, and/or suggestive sexual content.

GRADING POLICY

The final course grade for **Spanish 1A** will be calculated as follows:

Participation-Zoom meetings	10%	Chapter exams	20%
Participation-Lesson quizzes & Discussions	5%	Oral Proficiency Interviews	35%
Supersite activities	8%	Comprehensive Final Exams: Written and oral	15%
Homework quizzes	2%	Projects	5%
A: 100-90		B: 89-80	C: 79-70
		D: 69-60	F: 59-0

M. Proctored Exams

In **SPAN 1A** all chapter exams, the final writing and the final exam will require a proctored environment. **Due to COVID-19, we will have modified proctoring in this course.**

Usually, when the world is more normal, taking a proctored exam means formally identifying yourself and taking an exam under the supervision of a proctor. Usually, students are required to either take a test with a proctor in a testing center or take exams online using Proctorio in a scenario where they are required to have a webcam and they are recorded while taking an exam.

Because I can't offer you the option to take your exams with a proctor in a testing center, I will be using a modified approach to proctoring. All students will still be required to take exams through Proctorio on Canvas. However, I will not require you to use a webcam or to be recorded during an exam. What Proctorio will do is prevent you from opening new tabs during the exam.

The reason for me wanting to do this is because, when I have done online exams that were not proctored, many students copied and pasted directly from websites like Google Translate. To do this is considered cheating. I would like to keep everyone in the class honest and encourage people to not use outside sources incorrectly while taking an exam. It is necessary for your learning that you do your own work and figure things out for yourselves.

Using Proctorio

I am requiring everyone to take the exam at home, using [Proctorio](#). This is non-negotiable. This option DOES NOT require a webcam BUT DOES REQUIRE the chrome internet browser to work. Proctorio will not record you but it will lock down your browser so you are only able to access the exam on your computer while you take the exam. For more information about this software see the FAQ on the [Proctorio website](#).

Please let me know if you have any questions or concerns about this.

Rules for while you are taking the exam:

- You may not use any printed or hand-written material (such as books, notes/notebook, etc.). The exception to this rule is for the final writing: you may use a Spanish-English dictionary while completing the final writing. The dictionary must be a physical book dictionary and may not be online.
- During the exam:
 - You may only open and use the testing system (e.g. a web browser tab/window opened to Canvas);
 - You may only use the online testing system (e.g. Canvas) to take the exam: you may not use it for any other purpose (such as viewing lecture documents, old quizzes, discussion forums, lecture videos, etc.); and
 - You may not use the computer during an exam to search the web in any way or to access any other program, website, device or document during testing.
 - Proctorio will block access to everything on the computer and the web except the exam in progress.
 - Please be aware that it is considered cheating to copy answers off of other websites or get answers from others.
 - If you are suspected of copying from other websites or getting answers from someone else because you are writing far above your current level, you will receive a zero grade for the question that you have answered by cheating.

Any variance from these requirements may be considered academic dishonesty, which is a violation of the Student Conduct Code. In such cases where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website

N. Prerequisites/co-requisites/ recommended preparation

Are you in the right course? This course is not appropriate for students who have taken and passed two or more years of Spanish within the past three years.

O. Student feedback policy (email and course assignment response times)

What	Response Time
Canvas messages/email	I will respond within 24 hours to emails Monday through Friday I will respond if I am able on weekends. Emails sent after 5:00 pm may not be answered until the next day
Major assignments	Major assignments will receive feedback within 14 days of the due date.

P. Conduct and student communication policies:

1) We should all treat each other with respect and understanding throughout the learning process. Rude behavior and/or inappropriate language **will not** be tolerated, either in person or online.

2) When communicating with me or your classmates by email or phone, please identify yourself. Always include something in the subject line of a message or email and don't just leave it blank. Include your actual name when creating an account on the Supersite site. You can privately message me and your classmates by going to "Inbox" on Canvas and sending a message.

3) There will be a lot of activities that will be done in groups or pairs during Zoom meetings. I expect you to cooperatively participate with others during all activities. Refusing to participate in the activities and working on other things is not an option.

4) Do not leave class for extended periods of time. Doing so may be counted as an absence.

5) You should speak Spanish as much as possible.

6) Do not come to Zoom meetings stoned, drunk or otherwise incapable of fully participating.

7) If you miss a Zoom meeting, you can get help with the material that you miss from the instructor or a tutor. It is not appropriate to use class time to get caught up with material that you miss. You need to get help outside of Zoom meeting.

8) I am happy to help you with material that you are struggling with. I might be able to spend time explaining the material during our Zoom meetings, if time permits. The purpose of these meetings is primarily for communication practice. It is not for going over material that is available in the video lessons. If I need to move on to our scheduled activities before your question is fully answered, then I encourage you to speak with me or a tutor about the material that you are struggling with outside of the Zoom meeting. If your question is more in-depth or requires help with an assignment, I ask that you email me with your question or get help after the Zoom meeting, during my office hours or from a tutor.

****If you engage in disruptive behavior or refuse to participate, you will be given one warning and then asked to leave for one class period if the behavior continues. Frequent disruption or non-participation may result in your being dropped from the class. ****

Q. Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

R. Additional academic dishonesty policy

Cheating of any kind will not be tolerated. This includes copying a classmate's homework assignment, cheating on an exam and using a translating service (like "Google Translate") to write assignments for you. Each assignment will allow you to include some new (translated) words. **You MAY NOT translate full sentences or phrases on an assignment using a translating service.**

S. Special accommodations statement

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations,

please contact your instructor or [Disability Services and Programs for Students \(DSPS\)](#). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID-19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

T. Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

U. Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

V. Gender-Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the [Student Information Update form](#).

W. Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

X. Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the [Redwoods Public Safety Page](#).

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
 - h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Calendario semanal (*Weekly schedule*):

****Please note that the following calendar is a rough outline of the schedule for each week and is subject to change when necessary.**

****To access a full list of assignments that are due on a given day, see the "Assignments and topics for week" page each week for a complete list of assignments to complete and their due dates.**

****This calendar provides a reminder of the days when you have Supersite homework due by 11:59 pm.**

Semana (*week*) 1:

Material to be covered:

1. Introduction to the course

* Post a primary post in the “Introductions and Attendance” discussion forum. **Failure to do so may lead to getting dropped from the class.**

2. Introduction to Zoom

3. Introduction to the course continued

Supersite homework reminder: No Supersite homework due

Major projects or exams and their due dates/dates they are open: None this week

Semana (week) 2:

Material to be covered:

1. Lección 1 Contextos: Los Saludos y las Despedidas (*Greetings and goodbyes*)

2. Days of the week

3. Pronunciation

4. Articles and Nouns

5. Numbers 0-30

6. A focus on culture: Social kissing

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: None this week

Semana (week) 3:

Special note: Día festivo esta semana (*school holiday this week*)

Material to be covered:

1. The verb “ser”

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: None this week

Semana (week) 4:

Material to be covered:

1. Telling Time

2. Review of the verb “ser” and telling time

3. Review for exam 1

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: Exam 1 open from Friday at 12:00 am to Tuesday at 11:59 pm

Semana (*week*) 5:

Material to be covered:

1. Lección 2 Contextos: En la universidad
2. “-Ar” verbs

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: Oral Proficiency Interview 1. Sign up for a time via “People” in Canvas

Semana (*week*) 6:

Material to be covered:

1. Forming questions
2. The verb “estar”
3. Numbers 31 to millions

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: None this week

Semana (*week*) 7:

Material to be covered:

1. The verb “estar” cont.
2. Numbers 31 to millions cont.
3. Review for exam 2
4. Lección 3 Contextos: La familia

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open:

1. Exam 2 open from Friday at 12:00 am to Tuesday at 11:59 pm
2. View film-see instructions on Canvas

Semana (*week*) 8:

Material to be covered:

1. Adjectives
2. Discussion of the film

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: Oral Proficiency Interview 2. Sign up for a time via "People" in Canvas

Semana (*week*) 9:

Special note: Read information about "Family tree project" on Canvas in modules for this week

Material to be covered:

1. Review of adjectives
2. "-Er" and "-Ir" verbs

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: None this week

Semana (*week*) 10:

Material to be covered:

1. The verbs "tener" y "venir"
2. Review for exam 3

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open:

1. Exam 3 open from Friday at 12:00 am to Tuesday at 11:59 pm
2. Film reflection due by Sunday at 11:59 pm on Canvas

Semana (*week*) 11:

Material to be covered:

1. Lección 4 Contextos: Los pasatiempos
2. Verb "Ir"
3. Stem-changing verbs (e-ie/o-ue)

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: Oral Proficiency Interview 3. Sign up for a time via “People” in Canvas

Semana (*week*) 12:

Special note: Día festivo esta semana (*school holiday this week*)

Material to be covered:

1. Stem-changing verbs (e-i)
2. Verbs with irregular “yo” forms

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: Family tree due by 11:59 pm on Sunday on Canvas

Semana (*week*) 13:

Material to be covered:

1. Review for exam 4
2. Lección 5 Contextos: Las vacaciones

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open:

1. Exam 4 open from Friday at 12:00 am to Sunday at 11:59 pm
2. Oral Proficiency Interview 4. Sign up for a time via “People” in Canvas

11/23-11/29: Semana de descanso (*break*): No hay clases

Semana (*week*) 14:

Material to be covered:

1. Adjectives of emotion with the verb “estar”
2. Present Progressive
3. The verbs “ser” and “estar”

Supersite homework reminder: Supersite homework due Tuesday, Thursday and Sunday

Major projects or exams and their due dates/dates they are open: Final writing open from Friday at 12:00 am to Tuesday at 11:59 pm

Semana (*week*) 15:

Material to be covered:

1. Oral Proficiency Interviews during Zoom meeting
2. Intro to preterite tense and reflexive verbs
3. Review for final exam

Supersite homework reminder: No Supersite homework due

Major projects or exams and their due dates/dates they are open: Final Oral Proficiency Interviews during Zoom meeting and at other times. Sign up for a time via “People” in Canvas

Semana (*week*) 16: Finals week

Details about final: Final, cumulative proctored exam must be completed by Thursday at 11:59 pm