

A. Course Information

Semester & Year: Spring 2022
Course ID & Section #: SPAN 1A V2598-2022S Elementary Spanish 1
Instructor's name: Kelly Fernandes
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: 0 * You will have 6 timed assessments this semester.
Number of units: 4 units

[ear/semester-course#-Section#-Instructor](#) (example: 2014S-ANTH6-E1855-Smith).

Mandatory Zoom Meetings and Webcam:

Learning a language requires numerous opportunities to communicate with others. We do our best with online tools to simulate the kind of basic communication that is practiced in a beginning-level Spanish classroom, but nothing can substitute face to face communication. For this reason, we will have two required meetings each 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 using Peardeck, an interactive application. Webcams must be on.

1. Mandatory Zoom Meetings are **Tues/Thurs from 6:00-7:15 pm (Pacific) in Zoom.**

2. A computer with audio and video capability is required. Sign in to the Zoom meetings and Oral Proficiency Interviews using Webcam video. Those doing the Zoom Alternative Assignments will need to record themselves using video and participate in Peardeck class activities.

Only those who schedule, come to an office hours appointment, and 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 participate in two 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, January 20, 2022.**

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, online materials, and activities to complete ahead of time. You should review this information and complete assignments before the zoom meeting. Each zoom meeting will recycle prior content and build on new materials presented in previous homework assigned in that week's module.

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.

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://redwoods-edu.zoom.us/j/2870304308?pwd=Ui91c081L01OYIRQQjBsZ0FyVGZOUT09>

B. Instructor Contact Information

Office location or *Online: Online in Zoom
Office hours: By appointment only
Phone number: 707-499-6971
Email address: Kelly-Fernandes@Redwoods.edu

C. Communication: Office hours by appointment only

I am here to assist you in any way to support your success in the class. I encourage you to send me an email to set up an appointment via Zoom with any questions or concerns you have about an assignment or your experience in the course.

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: \$153.60 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: \$228 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 or Google Docs)

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 work 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. As you join Zoom you will be given a Peardeck link. Open it up in your browser to have access to interactive instructional slides that will be used to review previous material and present new grammatical concepts followed by pair and group written and oral practice. We will spend the final part of class preparing for either a written discussion post or a mini oral presentation using Flipgrid. I will be speaking as much in Spanish as possible and participants will do the same. Roll is taken from being present in Zoom and your participation in the Peardeck. 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 3 to 5 hours of homework using the online Supersite resources. 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 and post short presentations using Flipgrid. 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. If you are not comfortable posting a video, speak with me to set up a time to present to me.

K. Consistent & 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 during the Zoom video conference meetings and during scheduled office hours.
5. Speaking and writing activities using the interactive Peardeck while participating in the twice-weekly required Zoom video conference meetings.
6. Posting Discussion Forum messages and answering questions relating to the material of the course.
7. Posting Flipgrid presentations and answering questions relating to the material of the course.
8. Completing a group project about cultural topics presented in the movie *Bajo la misma luna*.

L. Evaluation & Grading Policy

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

20% - Participation-Zoom meetings & Peardeck	20% - Supersite (activities videos, quizzes)
5% - Discussion Posts	20% - Chapter exams
10% - Flipgrid Presentations	10% - Final Exam
10% - Oral Proficiency Interviews (2)	5% - Cultural Project

A: 100-90

B: 89-80

C: 79-70

D: 69-60

F: 59-0

1) **Participation-Zoom meetings or Zoom alternative assignments** (20%)

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 instructors in Spanish (as much as possible), and staying for the full meeting. Your participation grade will be based on attendance and participation on all assignments in Peardeck. You have to be in the Zoom meeting on-time and stay for the full period to receive credit for participation (or submit the Zoom alternative assignment with recording on-time).

Meeting Options: 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:

Option1: Attend a Zoom meeting with me and your classmates twice a week. ****This is the optimal option because it closely resembles a normal class and gives you direct instruction. It is recommended that you prioritize attending the Zoom meetings.**

Option2: Find a partner to meet up with on a weekly basis and do the two Peardeck written and 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, notify me by Friday of the first week. More information will be provided to those who request it on Canvas and via Canvas messages. You will be required to sign a contract documenting the reason that you are not able to attend the regular Zoom meetings and committing to scheduling an ongoing weekly meeting to check in with me 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.

Option 3: You may choose to do the Peardeck written and speaking activities alone. You would essentially speak 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. You will be required to sign a contract documenting the reason that you are not able to attend the regular Zoom meetings and committing to scheduling an ongoing weekly meeting to check in with me 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.

Participation Details:

- Roll is taken at the beginning, middle, and end of the zoom class. Roll may be taken by calling on you, by taking a screenshot of our virtual classroom, or by asking you to write your name in the chat bar. If you arrive more than five minutes late, you will not earn points for the beginning of that meeting. If you leave five or more minutes early, you will not receive points for the end of that meeting (or Zoom alternative assignment recording). You will be called on and expected to respond during class. You will do partner work and expect to have your camera on and actively engage with your partner(s).
- 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.
- Your grade will be calculated on your Zoom attendance (10%) and Peardeck interactive responses(10%). See the rubric below. Each zoom class you will receive a grade out of 10 points (20% of your grade).

Zoom Attendance = Earn up to 5 points	Peardeck Interaction = Earn up to 5 points
1 point - Present at beginning of class	5 points - Responses are written correctly and have minimal mistakes. All activities are completed.
1 point - Present at middle of class	4 points - Responses are written correctly and have a few mistakes. All activities but 1 are completed or a couple are partially completed.
1 point - Present at end of class	3 points - Numerous responses are written incorrectly and nearly half the activities are not completed.
1 point - Respond aloud when called on during zoom	2 points - A few responses are written correctly or with mistakes. A couple activities are completed.
1 point - Actively engage in chat room with partner	1 point - One or two activities are completed.

- **Consequence for non-participation:** Students will automatically be withdrawn from class for non-participation through the 10th week of class.
- **Excused Absences:** Provide documentation for excused absences which are defined as illness, academic circumstances (e.g. field trips, conferences, and athletic games) or religious practice. If any attendance problems arise, please consult me as soon as possible.
- **Disruptive Behavior:** If a student is asked to leave the meeting due to disruptive behavior or refusal to participate, it will be counted as one absence and a 0 credit will be given for Zoom attendance and Peardeck participation. If you continue to 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.
- **Behavior that could lead to faculty withdrawal:** If you don't post an "Introductions & Attendance" discussion by Tuesday of the first week, you will be dropped. 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. 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.
- **Special note for student athletes:** 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 a makeup appointment for missed quizzes, interviews, and projects done in class and graded within a week of the assignment.

2.) Flipgrid Presentations (10%) You will record weekly presentations responding to a prompt dealing with our topic of study. We will prepare for these in class by completing guided speaking practice. I will give you time to prepare a first speech draft and feedback. You will be encouraged to record your presentation immediately following class. These presentations will be used as a platform for listening activities during the next class.

3.) Discussion Posts (10%) You will post weekly responses to a prompt for your discussion post in Canvas. We will prepare for each discussion post in class by completing guided group writings about our current topic of study. I will give you feedback on how to improve your writing and time to make corrections. You will be encouraged to post your individual response immediately following class and to respond to classmates' posts.

4.) Oral Proficiency Interviews (10%) You will participate in two interviews with me conducted in Spanish during class. You will sign up for both interviews and be given a list of questions in advance so you have time to prepare your responses. You will have your camera on during the interview that will take place in a breakroom with only you and me. I will ask 5 to 10 questions from the interview prompts.

5.) Supersite Activities (20%): Homework is completed using the online Supersite site and consists of introductory exercises followed by quizzes. All activities incorporate practice of new material, give you feedback if you make a mistake, and allow you to attempt the correct response up to 3 times. Some of the activities include cultural videos that give you the opportunity to learn more about the Spanish-speaking world. These assignments and quizzes are posted in Canvas and link to the Supersite once you are enrolled in it. Completing Supersite homework activities will best prepare you for successfully participating in class and all written and oral assessments. 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 Thursday of week 1 if possible.

- a) The due dates for these activities will appear in the Canvas module and on the Supersite site. You are allowed to turn in any Supersite assignment late within **TEN DAYS** of the original due date. All assignments submitted late will be docked 10% per day late.
- b) Supersite work will be due at 11:59 pm on Mondays and Wednesdays. 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%) You will take four timed chapter exams and have a window period of five days to complete them. You will need a doctor's note to make-up for missed exams.

7.) Final exam (10%) Your final comprehensive exam over chapters 1 through 5 will be taken during zoom class and will be timed. Everyone must take the final exam. It will be proctored and cannot be made up or taken late if it is missed.

Making up a missed exam or the final:

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 and schedule a time to take it. 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: 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.

8.) Cultural Project (5%)

This project consists of viewing the movie *Under the Same Moon* and answering questions about it using the online application Edpuzzle. Then you will complete an in class group project discussing and documenting cultural themes, and then an individual write-up about the film. Instructions for these will be posted on Canvas. *Language/content disclaimer:* The film may contain some profanity, violence, and/or suggestive sexual content. All assignments submitted late will be docked 20% per day late.

M. Proctored and Timed Exams

In **SPAN 1A** all chapter exams and the final exam will be given during zoom class in a modified proctoring setting. You will be timed and have your zoom camera on at all times. Normally 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 use a modified approach to proctoring. I will require you to use a webcam during the timed exam. Copying from websites like Google Translate is considered cheating. Part of the learning process is to do your own work and figure things out for yourselves. Growth mindset is key to mastering a second language.

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.
 - 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 an extended period 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 the 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 the 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 a safe location Kitchen area is the 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 it is safe to do so, move to the nearest evacuation point outside the 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)