

Department of Spanish and Portuguese Studies
University of Florida
SPN 1131: Beginning Spanish II
Fall 2009

Instructor: _____ Section: _____
Office: _____ Office hours: _____
Telephone: _____ Email: _____
Spanish & Portuguese Studies Department: <http://www.spanishandportuguese.ufl.edu>

Goals of the Spanish Program

- To enable students to communicate effectively in Spanish through the learning of grammar, vocabulary, and idiomatic expressions of the language.
- To enable students to achieve competence in all the basic language skills: listening comprehension, reading, writing, and speaking.
- To increase students' awareness of and appreciation for Spanish-speaking cultures.

Materials

Required

- Puntos de partida: An Invitation to Spanish, 8th edition*
- Supplementary Materials for Puntos de partida*
- Electronic Workbook for Puntos de partida*
- Electronic Laboratory Manual for Puntos de partida*

Recommended

- Interactive CD-ROM for *Puntos de partida*

Grading Policies

- a) NO EXTRA CREDIT WORK FOR ANYONE UNDER ANY CIRCUMSTANCES. **NO EXCEPTIONS.**
- b) A grade of (I)NCOMPLETE will not be given under any circumstances. **NO EXCEPTIONS.**
- c) Final grades cannot be changed unless there is an error. Students must present the **graded** materials as evidence that a mistake was made.

The final grade will be determined as outlined below:

Class participation and homework	10%
Tests (3)	35%
Compositions (2)	8%
Writing activities (2)	2%
Oral exams (2)	10%
Final exam	25%

The grade scale is as follows:

A = 100-93	C(S) = 76-73
A- = 92-90	C-(U) = 72-70
B+ = 89-87	D+ = 69-67
B = 86-83	D = 66-63
B- = 82-80	D- = 62-60
C+ = 79-77	E = 59-0

For further information regarding passing grades and grade point equivalents, please refer to the Undergraduate Catalog (<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>).

Class participation

Active participation in class is essential, because success in the study of Spanish depends largely on daily exposure to the language. Students cannot participate if they are not in class. There cannot be make-up for class participation. This portion of the final grade will be measured according to **all** of the following criteria: a) attendance and punctuality, b) preparation, c) initiative, d) use of Spanish exclusively, e) positive attitude, f) being primarily on task, g) other in-class work. Before coming to class: a) study the assigned material, and b) do and correct at least two textbook exercises pertaining to the assigned section(s) in the syllabus in order to check your knowledge. (Answers to most exercises appear in the back of the textbook.) **THERE ARE NO EXCUSED ABSENCES.** Your instructor will note attendance every day whether roll is called or not. **SEVEN ABSENCES** will be allowed for any reason. Do not bring written excuses to your instructor. After the **SEVENTH** absence **TWO POINTS** per absence will be deducted from your CLASS PARTICIPATION AND HOMEWORK grade, up to a maximum of ten points. [I.e.: If you miss 8 class sessions, your final participation grade can only be a maximum of 8 points.]

Homework

May be assigned at your instructor's discretion. It will be collected **in** class. You are responsible for obtaining the assignment and for turning the assignment in, whether you attend class or not.

Written exams and quizzes

There will be three written exams during the semester. All exams are announced in the syllabus, and will be held in the room and class period in which class is held. **NO DEVIATION OF THIS SCHEDULE WILL BE ALLOWED, UNDER ANY CIRCUMSTANCES**, this means **NO** early or late exams, even if the course is taught by the same instructor. Note that language learning is cumulative, and all tests may include material from previous chapters. Unannounced quizzes cannot be made-up for **ANY** reason.

Electronic Lab Manual and Electronic Workbook

There will be no partial credit for these assignments. Assignments are due before midnight on the due date. The due dates appear in the course syllabus. You are responsible for completing **all** the activities in the electronic lab manual and the activities **assigned** in the electronic workbook for each chapter covered in the textbook. Make sure that you set up your account with CENTRO as soon as possible so that you can complete the assignments (see additional information in the free Course Packet that you must pick up from *Florida Bookstore*). Most of the exercises are computer-graded and your instructor will receive notification of your work. On open-ended exercises, your instructor will access your work online and grade it there. Note, however, that we do not expect you to get all the exercises right, which is why your grade is based on completion rather than accuracy.

When doing the exercises in the workbook follow these guidelines:

- a) Before you start, review the corresponding section(s) of the book.
- b) Complete the exercises ***without*** consulting any sources.
- c) Based on the feedback provided by the computer program, check the areas in which you need improvement, and study the pertinent material again.

Compositions

On the days marked ***in-class composition*** in your syllabus, you will be given 30 minutes to write a composition on an assigned topic. Grade sheets for the compositions are part of the free Course Packet that you must pick up from *Florida Bookstore*, and will be required by your instructor to grade your performance. Based on the correction code included in this syllabus, you will rewrite the composition at home. The second version ***must be typed and double spaced***. On the date indicated by your instructor

you will turn in the typed rewrite together with the hand-written first draft and the grade sheet. The first draft is worth 70% of the composition grade, and the rewrite is worth 30%.

IMPORTANT: What you turn in for grading must be **your own original work**. You may **NOT** collaborate with **anyone** when writing your composition. **NO ONE, STUDENT OR NOT** should **LOOK** at your composition, suggest changes, or make corrections. The use of computer- or internet-based translation programs is not allowed. Individuals who misrepresent work done by another will be dealt with in accordance with the student judicial process.

Writing activities

On the days marked **Writing activity** in your syllabus, you will be given 20 minutes to write a composition on an assigned topic. The purpose of this composition is to develop writing fluency. You will receive full credit (one point per composition) if you address the topic **properly** making use of all the time and space provided. Credit for these cannot be made up under any circumstances.

Visits to the Language Lab

Your class will visit the Language Lab twice during the semester, once during the week of September 15th and once during the week of November 4th. The Language Lab is located in TUR 1317. Due to the need to schedule visits for multiple sections during the same week, your section **may not meet** in the Lab on the day specified in your syllabus. Your instructor will notify the class **one week** in advance of the exact date of the visit.

Oral Exams

The two oral exams will take place in class on the days indicated in the syllabus. They will consist of interviews between the instructor and two students at a time. General topics will be provided prior to the exams. Grade sheets for the exams are part of the free Course Packet that you must pick up from **Florida Bookstore**, and will be **required** by your instructor to grade your performance.

Make-up procedures

Tests will **not** be administered **EARLY UNDER ANY CIRCUMSTANCES**. If you cannot take an announced test due to an **emergency**, **OFFICIAL WRITTEN** proof of the circumstances must be presented to your instructor **no later than the day after you return to class**. Medical excuses must be in writing on physician's letterhead, and must have a statement "**could not attend class**", as well as the **inclusive dates in which the student could not attend**. **IMPORTANT:** A receipt from a physician or ER is **not acceptable**. Acceptable funeral excuses are a letter from a funeral home, or clergy person, on letterhead, indicating attendance at the funeral or service. At the supervisor's discretion, an average of two tests may substitute for a make-up.

Academic Honesty Guidelines

Academic honesty and integrity are fundamental values of the University community. An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage.

Violations of the Academic Honesty Guidelines include but are not limited to:

- **Cheating**. The improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes copying graded homework assignments from another student; working with another individual(s) on graded assignments or homework; looking or attempting to look at notes, a text, or another student's paper during an exam.

- **Plagiarism.** The attempt to represent the work of another as the product of one's own thought, whether the other's work is oral or written, published or unpublished. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on written materials or in oral presentations; submitting work produced by an on-line translation service or the translation feature of an on-line dictionary as your own.
- **Misrepresentation.** Any act or omission with intent to deceive a teacher for academic advantage. Misrepresentation includes lying to a teacher to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic honesty.
- **Bribery, Conspiracy, Fabrication.** For details see website below

On all work submitted for credit the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Violations of this policy will result in disciplinary action according to the judicial process.

For more details go to: <http://www.dso.ufl.edu/judicial/academic.htm>.

Educational behavior

Every student in the class is expected to participate in a responsible and mature manner that enhances the educational process. Any conduct that, ***in the judgment of the instructor***, disrupts the learning process will lead to disciplinary action.

Confidentiality

Student records are confidential. Only information designated "UF directory information" may be released without your written consent. Please see University Regulation 6C1-4.007 for a list of the categories of information designated as "UF directory information." UF views each student as the primary contact for all communication. If your parents contact me about your grade, attendance, or any information that is not "UF directory information," I will ask them to contact you. You may 1) provide the information your parents seek directly to them or 2) contact the University Registrar's Office for additional information.

For more information: www.registrar.ufl.edu.ferpahub.html

Students with disabilities

Students requesting classroom accommodation must first register with the Dean of Students Office, who will provide documentation to the student. This documentation must be presented to the Instructor as soon as possible in order to arrange for the accommodations.

Satisfactory/Unsatisfactory grade option

Request the S/U form from your instructor. Minimum grade for an S in the course is 70. For regulations and deadlines consult the ***Undergraduate Catalog***.

Drop and withdrawal dates

Consult the current ***Undergraduate Catalog***.

FINAL EXAM

WEDNESDAY DECEMBER 16th, 3pm-5pm [ROOMS TO BE ANNOUNCED]

Do not make any plans that interfere with the final exam. There will be no re-scheduling of the final exam except in the case of notification from the Office of the University Registrar.

**CENTRO Workbook and Lab Manual for *Puntos de partida*
Registration Instructions for Students**

Course: SPN 1131
Code: **YOUR INSTRUCTOR WILL ANNOUNCE IT IN CLASS**
Book(s): Puntos de partida: Online Laboratory Manual
Puntos de partida: Online Workbook

To enroll in this course, please do the following:

Step 1. Log into your Centro account

If you already have a Centro account:

1. Go to <http://mhcentro.com>
2. Go to *Students* and click *Log in*.

If you do not have a Centro account:

1. Go to <http://mhcentro.com>
2. Go to *Students* and click *Create new account*.
3. Fill out and submit the form. **Remember to write down your username and password.**

Step 2. Purchase book or enter book key

In this step, you will activate your Centro book by entering a book key. (If you have already activated your book during a previous term, then you don't need a book key. Follow the instructions in the third section below.)

If you already have a book key:

If a book key came packaged with your textbook or if you purchased a book key separately, follow these instructions.

1. Go to <http://mhcentro.com>
2. Go to *Students*.
3. Enter your book key in the field labeled *Enter book key*. The book will be added to your account. Note that book keys may only be used once; your book key will become invalid after you use it.
4. Verify that your name is displayed properly. The name that you enter here is what will be displayed to your instructor, so be sure to spell your first and last names correctly. Click the check box and press *Submit*.
5. Enter your instructor's course code, **TO BE ANNOUNCED BY YOUR INSTRUCTOR**, in the field labeled *Enter Course Code* (next to your book).

To add additional books to your account, enter the book key in the field labeled *Enter book key*.

If you do not have a book key, you can purchase one using a credit card:

1. Go to <http://mhcentro.com/books/bookstore.html>
2. Find your book and click *Buy*. When prompted, enter your instructor's course code: **TO BE ANNOUNCED BY YOUR INSTRUCTOR**.

If you already have an active book in your account from a previous term:

1. Go to <http://mhcentro.com>
2. Go to *Students*. (You should already be logged in. If not, log in.)
3. Find the book and click *Enroll*.
4. Enter your instructor's course code: **TO BE ANNOUNCED BY YOUR INSTRUCTOR**

You are now enrolled in your instructor's course. To access your Student Workstation in the future, go to <http://mhcentro.com> and log into your account. You will be able to open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions about these directions or about any other topic, please contact Centro Support at <http://mhcentro.com/support.html>.

CALENDAR

DATE		PREPARE FOR CLASS	DUE IN WORKBOOK	DUE IN LAB MANUAL
AUG	24	Introduction		
	25	Review: Cap. 6		
	26	Review: Cap. 7		
	27	Cap. 8: Vocabulario y pronunciación		
	28	Cap. 8: Sec. 24 (i)		
	31	Cap. 8: Sec. 24 (ii)		
	1	Cap. 8: Sec. 25 (i)		
SEP	2	Cap. 8: Sec. 25 (ii)		
	3	Cap. 8: Sec. 26		
	4	Cap. 8: Consolidation		
	7	LABOR DAY – NO CLASS		
	8	Reading activities	Cap. 8	
	9	Writing activity 1 / Culture		LAB CAP. 8
	10	Cap. 9: Vocabulario y pronunciación		
	11	Cap. 9: Sec. 27 (i)		
	14	<i>Language Lab 1</i>		
	15	Cap. 9: Sec. 27 (ii)		
	16	Cap. 9: Sec. 28, 29		
	17	Cap. 9: Consolidation		
	18	Conversation / Culture	Cap. 9	
	21	Cap. 10: Vocabulario y pronunciación		LAB CAP. 9
	22	Cap. 10: Sec. 30 (i)		
	23	Cap. 10: Sec. 30 (ii)		
	24	Review	Cap. 10	
	25	Review		LAB CAP. 10
	28	TEST 1		
	29	Conversation / Culture		
	30	Cap. 11: Vocabulario y pronunciación		
OCT	1	Cap. 11: Sec. 33		
	2	Cap. 11: Sec. 35		
	5	In-class Composition 1		
	6	Conversation practice		LAB CAP. 11
	7	ORAL EXAM (i)		
	8	ORAL EXAM (ii)		
	9	Cap. 11: Consolidation		
	12	Cap. 12: Vocabulario y pronunciación	Cap. 11	
	13	Cap. 12: Sec. 36 (i)		
	14	Cap. 12: Sec. 36 (ii)		
	15	Cap. 12: Sec. 37		
	16	HOMEcomings – NO CLASS		

	19	Cap. 12: Sec. 38		
	20	Review	Cap. 12	
	21	Review		LAB CAP. 12
	22	TEST 2		
	23	Cap. 13: Vocabulario y pronunciación		
	26	Cap. 13: Sec. 39		
	27	Cap. 13: Sec. 40		
	28	Cap. 13: Sec. 41		
	29	In-class Composition 2		
	30	Cap. 13: Consolidation		
NOV	2	<i>Language Lab 2</i>	Cap. 13	
	3	Cap. 14: Sec. 43 (i) (and pp. 444-45)		LAB CAP. 13
	4	Cap. 14: Vocabulario y pronunciación		
	5	Cap. 14: Sec. 43 (ii)		
	6	Conversation / Culture		
	9	Cap. 15: Vocabulario y pronunciación	Cap. 14	
	10	Cap. 15: Sec. 45		LAB CAP. 14
	11	VETERAN'S DAY – NO CLASS		
	12	Cap. 15: Consolidation		
	13	Writing activity 2 / Conversation		
	16	Conversation / Culture		LAB CAP. 15
	17	Conversation practice		
	18	ORAL EXAM (i)		
	19	ORAL EXAM (ii)	Cap. 15	
	20	ORAL EXAM (iii)		
	23	Conversation / Culture		
	24	Reading activities		
	25	Practice subjunctive / Review		
	26	THANKSGIVING – NO CLASS		
	27			
	30	Review		
DEC	1	TEST 3		
	2	Culture		
	3	Cap. 16: Vocabulario y pronunciación (i)		
	4	Cap. 16: Vocabulario y pronunciación (ii)		
	7	Review	Cap. 16	
	8	Review		
	9	Review		

CLASS PARTICIPATION GRADING SCHEME

- Participation in class involves a number of variables, listed in the rubric below.
- Participation grades will be assessed approximately every two weeks for a total of eight (8) grades throughout the semester, and you may ask your instructor for your participation grades at any time.
- Your instructor may assign written homework that will be collected and graded; these assignments form part of your participation grade.
- Your instructor reserves the right to administer pop quizzes on grammar, vocabulary etc. in order to assess students' preparation. These grades also form part of your participation grade.
- The use of cell phones, pagers, iPods or mp3 players and all other electronic equipment during class is prohibited. All equipment must be turned off in the classroom. Any evidence of cell phones (use, ringing, buzzing, etc.) and similar equipment use will result in an automatic zero in participation for that day. Using a cell phone during a composition or test will result in a zero on that assignment.

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- A (25 pts):**
- always greeted people and took leave using Spanish
 - always used Spanish in class (i.e., with instructor and in small groups)
 - always listened attentively when others spoke and showed respect for her/his peers
 - always came prepared to class
 - always actively participated in all classroom activities
 - always made a positive impact on the class with her/his presence and positive attitude
 - helped peers with in-class activities

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- A- (23 pts):**
- sometimes greeted people and took leave using Spanish
 - mostly used Spanish in class, but sometimes used English in group work
 - usually listened and showed respect for her/his peers
 - occasionally came unprepared to class, but usually came prepared
 - participated in all classroom activities

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- B (21 pts):**
- did not greet people and take leave in Spanish
 - frequently used English, especially during group and pair work
 - at times got distracted and was occasionally disrespectful to her/his peers
 - showed some preparation for class, but needed more preparation
 - participated in classroom activities but was more passively attentive than active

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- C (19 pts):**
- used more English than Spanish during class
 - paid little attention during class (e.g., sometimes slept, read the newspaper, did other homework. etc.) and was disrespectful to her/his peers
 - showed little preparation for class
 - participated minimally in classroom activities

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- D (17 pts):**
- used only English during class
 - paid no attention during class and was disrespectful to her/his peers
 - showed no preparation for class
 - failed to contribute to the class with her/his presence and/or detracted from the class with her/his negative attitude

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- F (0 pts):**
- did not attend enough classes or did not demonstrate sufficient participation for evaluation
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ERROR CORRECTION CODE FOR COMPOSITIONS

Símbolo	Tipo de error	Ejemplo
a	Acento (missing or misplaced accent mark)	<u>dia</u> (día)
c	Concordancia (agreement)	María <u>estudian</u> . (estudia) El libro es <u>blanca</u> . (blanco) <u>La</u> coche es azul. (El)
fv	Forma verbal (wrong verb form)	Me gusta <u>nadando</u> . (nadar) Yo <u>sabo</u> hablar español. (sé)
g	Gramática (wrong grammatical element)	Juan está <u>a</u> la universidad. (en)
i/s	Confusión indicativo / subjuntivo	La madre de María quiere que ella <u>estudia</u> más. (estudie)
o	Ortografía (spelling)	<u>responsibilidad</u> (responsabilidad) <u>espanol</u> (español),
p/i	Confusión pretérito / imperfecto	
s/e	Confusión SER / ESTAR	Ana <u>es</u> muy cansada. (está)
t	Tiempo del verbo	Ayer Pedro <u>estudia</u> mucho. (estudió)
v	Vocabulario	En la sala hay una <u>tabla</u> y dos sillas. (mesa)
[...]	Reescribir completamente todo lo que está entre paréntesis porque no se entiende (re-write the material in brackets, not comprehensible)	
X	Omitir (delete)	
☐	Insertar (insert), something is missing	

COMPOSITION GRADING SCHEME

First Draft (70%)			
Organization			
-Composition lacks structural coherence; ideas not well connected	2	3	4
-Composition has some transitions and a coherent structure; main ideas somewhat developed	5	6	7
-Composition has good transitions and a very coherent structure: flows smoothly, main ideas well stated, well organized	8	9	10
Vocabulary			
-Inadequate / limited range for this level; frequent spelling/accent errors	7	8	9
-Adequate range; occasional spelling/accent errors	10	11	12
-Broad range; impressive for this level, no spelling errors	13	14	15
Content			
-Minimal information provided; repetitive; inadequate development of topic	7	8	9
-Information provided is pertinent to topic; adequate development of topic	10	11	12
-Information is very complete and relevant to topic; detail provided to enhance main ideas; thorough development of topic	13	14	15
Grammar			
-Lack of attention to grammatical points covered up to this point; frequent errors	15	17	20
-Adequate accuracy in basic grammatical points recently covered; adequate range of grammatical structures covered up to this point; occasional errors	24	26	27
-Wide range of grammatical structures covered up to this point with few errors	28	29	30
FIRST DRAFT GRADE _____ / 70			
Re-write (30%)			
-No evidence of revisions			0
-Minor changes made, many uncorrected errors remain	9	11	13
-Some improvement, but problems with erroneous corrections and/or added content	15	17	20
-Notable improvement, but a few problems with erroneous corrections and/or added content	22	24	26
-Great improvement, remaining problems, if any, are minimal	28	29	30
RE-WRITE GRADE _____ / 30			
FINAL GRADE _____ / 100			

ORAL EXAM GRADING SCHEME

Nombre _____

Tema _____

VOCABULARY (20%)			
- Inadequate, inaccurate for this level	6	8	10
- Barely adequate for the situation and level, repetitive	12	14	
- Adequate for the situation and level	17	18	
- Broad, precise, impressive for this level	19	20	
FLUENCY (20%)			
- Halting, fragmented, unnatural pauses	8	10	12
- Generally natural and continuous	14	15	16
- Very natural, with no unnecessary pauses	18	19	20
INFORMATION PROVIDED (25%)			
- Little information is provided; ideas not well developed	13	15	17
- Only basic information is provided; ideas fairly well developed	19	21	23
- Most necessary information is provided; ideas very well developed	24	25	
GRAMMAR (25%)			
- Almost inaccurate except for stock phrases	14	15	16
- Uncertain control of the language; frequent errors	17	18	19
- Fair control of the language; some errors	20	21	22
- Very good control of the language; very few errors	23	24	25
PRONUNCIATION (10%)			
- Pronunciation is frequently unintelligible	3	4	
- Heavy English influence requires concentrated listening	5	6	
- Occasional mispronunciations	7	8	
- Very few mispronunciations	9	10	
TOTAL / 100 points			