B E L L E V U E
C O L L E G E

Spanish 123 Syllabus   Primavera – Spring Quarter

NO HARD COPY WILL BE PROVIDED. READ IT and SAVE IT in YOUR FILES

¡BIENVENIDOS!

THIS COURSE IS NOT SUITABLE FOR NATIVE SPEAKERS – Please select another language.
Prerequisites: Spanish 122 or Spanish II in H.S. Not sure? Contact me for proper placement asap.

Instructor: Beatrice L. Bongiorno
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Phone: (425) 564-2213
Office location: A245 H
Office Hours**:** MW10:30-11:20am and TTh 4:30-5:30pm or by appointment
All students are kindly requested to abstain from visiting me outside designated office hours w/o an appointment or to keep me after class for lengthy discussions/conversations that should take place in my office during office hours.

Course Information

Course Description and Objectives

The course covers **5 *lecciones (L.11-16: L.11-14 entirely and 15 and 16 partially)*** designed to introduce you to basic Spanish vocabulary and grammatical structure and builds upon the basic language acquired in the previous level. The course also presents you some aspects of Spaniard and Latin American Cultures, and you are always encouraged to explore more on your own. This course is conducted mostly in the target language. You are encouraged to use as much Spanish as possible and as you feel comfortable and regardless of mispronunciation, vocabulary, and lack of grammatical accuracy. Don't deprive yourself and others from the opportunity to learn!

No prior knowledge of the language required beyond 122-level. It is not suitable for *false* beginners, for students hoping of earning an easy A who are repeating the level for no other reason, or students who have successfully passed at least two yrs of H.S. Spanish. This level should not be taken for favorable time/schedule as it may be not challenging enough or too challenging for you. Questions about proper placement should be addressed to me. You may visit me in my office or contact me by email as soon as possible to schedule an appointment. Permission of instructor may be granted on a case-per-case basis to enroll in the course.

Students practice all 4 language skills: listening, speaking, writing, and reading; culture is also incorporated as a

pivotal part of learning a language and, hopefully, awakens your interest to explore virtually or in person the Hispanic world. Keep an open-mind and be self-critical as you learn about cultures and people different from yours.

This course exposes students to simulated "real-life situations" in order to practice freely the content learned. Emphasis remains on language comprehension and language oral production as you learn basic Spanish syntax.

It is my hope all students, regardless of grade earned, end the course with new appreciation and basic understanding of the language, new awareness of the different Hispanic Cultures, and desire to keep learning.

If you are interested in Latin American Culture, I strongly encourage you to consider joining the Latin American Culture Club (LACC) at Bellevue College. Visit Student Programs in C building to inquire about it or their website.

Course Requirements and Grade Distribution

◊ **Attendance** and **participation** in Spanish are expected to learn and make progress in the language, which will facilitate your instructor's fair and accurate assessment of your performance in the course. You are allowed 3 absences w/o penalizing your participation portion of the grade. Be considerate of others if you are collaborating on a project[1]. Note: Everyone will begin w/ 100% on the participation portion of the grade. Beginning w/ the fourth absence, five points are deducted for every absence. ¡Ojo! 3 tardies = 1 absence! **15%**

*** *Regarding Absences due to Religious Observance:* *The Arts & Humanities Division of Bellevue College, committed to advancing pluralism, recognizes its students' diverse religious beliefs. Those students who wish to observe a religious holy day should not be penalized for doing so. Whenever feasible, students should be allowed to make up academic assignments that are missed due to such absences. However, the student must notify the instructor in writing at the beginning of the quarter (no later than the end of week 2). Because religious holidays are scheduled in advance, instructors have the right to insist that course work be completed prior to an anticipated absence for religious observances.*

Withdrawing from the course / Darse de baja del curso: ¡IMPORTANTE! If you are considering withdrawing from the course, as common courtesy, please inform me of your plans either by e-mail or in person before you take action. Your reasons for withdrawing are solely yours and I respect them, but perhaps there is something you have not considered, and I may be able to help you. ¡AVISO! If you simply stop attending class without officially withdrawing from the course by the date set by College on the Academic Calendar, you are still enrolled and will earn a grade of F at the end of the quarter. Do not jeopardize your GPA, financial aid, and scholarship opportunities for not following proper and timely withdrawal procedure. A failing grade may diminish your admission chances into four-year institutions and, in some case, even hurt employment opportunities and promotions.
NO HW is granted at the end of the quarter for stopping to attend class and failing to follow withdrawing procedures!

◊ **Test or P***ruebas* are at the conclusion of each lesson. The lowest test grade of the four *pruebas* will be dropped. No make-up tests are allowed except for extenuating circumstances or BC sponsored events. Arrangements can be made for a make-up test at the discretion of the instructor and within two days of the original test date. Contact me as soon as possible if you find yourself in this situation, on the contrary, I will assume you chose to take a zero on the test missed and drop it at the end of the quarter. **20%**

◊ **WebSAM activities** or *actividades* are completed online on the Supersite accessible after you registered on the site with the code you purchased. *Prácticas* activities are assigned daily as we advance through the various color-coded sections of each lesson, and the due date is displayed on the Supersite. You are responsible to complete the *prácticas* prior to coming to class or as soon as possible if circumstances prevented you from doing so to stay on

track. Daily activities are not graded and will only receive the computer generated word "credit" in **blue** when completed on time or in **red** when completed after the due date. All activities are due at 11:59pmPT. <mark>You will be graded on WEBSAM activities</mark> comprised of Workbook, Lab and Video Manual (SAM). <mark>WEBSAM activities are due the day of the *prueba* by 11:59pm or as indicated on the Supersite.</mark> The Supersite calculates your grade per lesson based on number of activities completed and accuracy. I typically assign between 25 and 35 activities per lesson. Activities requiring instructor input and manual checking are listed as *pending* until grading is completed. **20%**

AVISO ABSTAIN from ASKING ME TO ACCEPT LATE ACTIVITIES. It develops poor habits, rewards poor behavior, imposes on my time, and last but not least, it is unfair to other classmates. Supersite takes off 10% for each day an activity is completed past the due date. It is clearly indicated on the site of each activity itself if late.

◊ **Oral presentations** consist of one group project and one pair or solo project the latter determined by the instructor based on the size of the course among other factors. Details and topics announced on *My*BC and Supersite as the date approaches. No show on presentation day w/o prior approval at my discretion results in a zero for the individual absent regardless of percentage of contribution to the group project. **20%**

◊ **Final exam** *(examen)* <mark>is comprehensive</mark>. Material from the all lessons will be included. All language skills will be assessed: 1) Listening comprehension: authentic audio followed by post-listening questions. 2) Writing: dialogue or brief paragraph where vocabulary (*vocabulario*) and grammatical structures (*estructura*) learned can be creatively applied. 3) Reading comprehension: An ad or a brief article related to any of lessons' themes covered followed by questions and/or statements. 4) Culture: Assesses your cultural competency focusing with either questions or statements related to topics presented and discussed during the quarter. It may include information from students' presentations. 5) Speaking: Assessed during oral presentations. **25%**

The **final exam schedule** is available at http://bellevuecollege.edu/classes/exams
Pre-established exam date will not be modified to accommodate other exams offered out of final exams week.
NO EXAM DATE WILL BE CHANGED TO ACCOMMODATE TRAVEL PLANS! ¡LO SIENTO! ☹
THE EXAM WILL NOT BE AVAILABLE PRIOR TO DESIGNATED EXAM DATE

GRADES: Your instructor uses ENGRADE as a free, private, and secure web e-grade book tool. You will receive an invitation to register on engrade.com directly to your BC student e-mail account at the conclusion of the second week. Follow registration instructions once you receive the invite http://www.engrade.com/user/signup-student.php. Enroll to monitor your progress in the course and your attendance. Inform me of any errors/discrepancies you may find. If you miss your invitation to register, you may receive it one more time, but not more than twice.

Grading Scale

100 – 93 A	**76 – 73 C**
92 – 90 A-	**72 – 70 C-**
89 – 87 B+	**69 – 67 D+**
86 – 83 B	**66 – 60 D**
82 – 80 B-	**59 – 0 F**
79 – 77 C+	

Books and Required Material

♦ TEXTBOOK: Blanco, <u>AVENTURAS</u> 3/e *Primer curso de lengua española*, Boston: VHL, 2010
     (A textbook is available on reserve for 2 hrs. at the BC library in the D bldg. for your convenience)

♦ SUPERSITE access codes: The Supersite code is located inside an envelope that comes with your 3-rings softbound textbook if new. The <u>Supersite</u> code can be purchased separately and directly from the publisher store site in the link below, especially useful if you have a purchased or borrowed a used textbook. Once you have purchased the Supersite code, you will also have access to the vTEXT version of the hardcopy, particularly useful if you intend to bring your laptop to class daily. <u>A hardcopy textbook may not be necessary if you opt for the online version purchase through:</u>
http://www.vhldirect.com/store/catalog/vText,225.htm <u>The Supersite</u> provides access to *Práctica* activities as well as the WEBSAM activities (**S**tudent **A**ctivity **M**anual: workbook, lab and video manual). The <u>Supersite</u> provides access to *Fotonovela* and *FlashCultura* videos, plus additional reading and resources to facilitate learning and improve retention. Study the Supersite content and all it offers in addition to activities, you find tutorials, verb wheels, dictionary, and flashcards.

¡Ojo! Important announcements are posted on the <u>Supersite</u> and on *CANVAS* under *Announcements.* Under Files on CANVAS*.* you find syllabus, presentation instructions when available, and occasionally worksheets and power point information. I may also post or send you web sites of interest and related to topics discussed in class and even language aiding tools sites. Check *CANVAS* periodically.

<u>**New students:**</u> Register to the <u>Supersite</u> by visiting https://www.vhlcentral.com/ to create an account. <mark>Do not list your SID # on the VHL site</mark>. Instructions are available on the site, there's also a video. <u>You are responsible for catching up with all assignments if you register late for the course.</u> **Returning students:** Follow VHL instructions to reactivate your account VHL Tech Support below.
<u>**Used book students:**</u> You need to purchase access code for Maestro Supersite and WEBSAM.

<u>*¡Recuerda!*</u> **CODES are REQUIRED** <u>to access the Supersite and complete all assigned non-graded activities under the PRACTICE tab and WEBSAM graded activities</u>. Occasionally, you may need to access practice tests under the Assessment Tab when your instructor releases material to complete. The Supersite offers a wealth of resources to help along the learning process. All audio and visual material is also available through the Supersite.

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****** DO NOT SHARE YOUR SUPERSITE TEXTBOOK CODE W/ ANYONE! They are not reusable, recyclable or sharable. ~ You may share the textbook but not the code! ******

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<u>If you experience any technical problems during the quarter, please contact directly VHL Tech Support.</u>
<div align="center">24/7 Live Technical Help is available on the <u>Supersite</u>.</div>

<div align="center">FAQ: http://support.vhlcentral.com/ics/support/default.asp?deptID=4502</div>

Classroom Learning Atmosphere

Instructor's Classroom Policy	*"Courtesy and civility foster a positive learning environment."*

- Remove your hat in the classroom! Keep your shoes on!
- Be respectful and courteous to your instructor and fellow classmates at all times.
- No disruptive behaviors will be tolerated, including: chewing gum loudly, interrupting, using vulgar or profane language, loud yawning or sleeping. Let me know ahead of time if you need to leave early.
- If you ask too many questions per class meeting or make irrelevant comments, you may be asked to meet with the instructor to discuss class etiquette and not to interfere with the learning process.
- Be on time! If you are late, take your seat promptly w/o disruption. Join the activity in progress.
- If the instructor is late, wait 15 min. before leaving. In the event of the instructor's absence, a note will be posted outside the classroom door and an announcement will be posted on *CANVAS* and on the *Supersite*.
- Familiarize yourself w/ the classroom evacuation procedure.
- Electronic devices that interfere w/ learning should be turned off. In the event your cell phone rings, 5 pts. will be deducted on the next lesson test. In the event the instructor's cell phone goes off, 5 pts.are awarded to the whole class on the next lesson test. ☺ *¡OJO! Laptops and/or tablets are allowed if you purchased Supersite and vTEXT access. No other sites should be accessed during class!*
- Do not complete other courses' assignments during our class time.
- You may bring a snack or a non-alcoholic beverage to class. Dispose of containers upon exiting. Do not litter!
- Do not take it personally if the instructor corrects your pronunciation or responses. You are here to learn!
- Let go of stereotypes. Keep a sense of humor and a positive attitude. Enjoy! ☺

Affirmation of Inclusion

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination.
We value our different backgrounds at Bellevue College, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. http://bellevuecollege.edu/about/goals/inclusion.asp
My classroom is an LGBTQ **safe space** where I welcome your individuality and will defend your right to be yourself in the spirit of learning and in an environment of mutual respect. I am here to teach and you are all here to learn, and I am committed to maintaining an environment wherein we all feel safe to do so.
It is an honor and a pleasure to have each and every one of you in my classroom!

Division Statements

Conducta académica No act of plagiarism will be tolerated or condoned. (See under Student Code below). In the event a student cheats or plagiarizes any of the work assigned, copies during a test/quiz, or asks someone else to complete his/her graded project and assignment, the work in question will receive a O credit = F. A second offense will be reported to the VP of Student Success and will result in a course grade of F.
Visit the A&H for Students Procedures and Expectations policy: http://www.bellevuecollege.edu/artshum/policy.html
Information about Bellevue College copyright guidelines at: http://bellevuecollege.edu/lmc/links/copyright.html
Information about Plagiarism can be found at: http://bellevuecollege.edu/writinglab/Plagiarism.html

Student Code

"Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student

Success who may ask to meet with you and act accordingly depending on the seriousness of the violation. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Success."   http://bellevuecollege.edu/policies/2/2050_Student_Code.asp

Important Links & Places around Campus

CANVAS NetID account – CS – WL Lab – ASC

CANVAS NetID Account: All students enrolled at Bellevue College are required to set-up a BC NetID account to access CANVAS and your email. All official communication with the College will be directed to your Official BC Student e-mail account. Your student BC network account is also used to log onto computers in labs and classrooms, connect to the wireless network, and log in to CANVAS to retrieve posted course material.

 → **CREATE & MANAGE YOUR E-MAIL ACCOUNT BY VISITING THE WEBSITE**
http://bellevuecollege.edu/students/email/ For help logging in or creating you account, visit **N250** or request online support at Student Technology Support Center at https://bellevuecollege.edu/stsc/
Computer Services: BC offers a wide variety of computer and learning labs to enhance learning and student success. Find current campus locations for all student labs by visiting the Computing Services website

World Language Lab: located in **A244**. Drop-in hours posted at the lab door. Great place to complete WebSAM!

Academic Success Center (ASC): located in **D204** or call (425) 564-2200. Drop-in hours schedule will be posted on *CANVAS* as they become available or access the site below. Tutoring is free to all students regardless of grade. If your grade is C- below, you may request one-on-one tutoring by following proper application procedure. For more information and application forms, visit www.bellevuecollege.edu/tutoring or drop by the ASC in person.

Disability Resource Center (DRC)

The Disability Resource Center (DRC) serves students with a wide array of learning challenges and disabilities. Students who have accommodations needs are required to visit the DRC office as soon as possible in **B132** or call (425) 564-2498 or TTY (425) 4110 for assistance with eligibility accommodation requirements.
Students with mobility challenges who require assistance in case of an emergency and evacuation situation, should register with the DRC office and meet with individual instructor to develop a safety plan within the first week of the quarter. Please visit the DRC website for more information or for an application at www.bellevuecollege.edu/drc

Public Safety

The Bellevue College **Public Safety** Department's well trained and courteous non-commissioned staff provides personal safety, security, crime prevention, preliminary investigations, and other services to the campus community, 24 hours a day, 7 days per week. Their phone number is 425.564.2400. The Public Safety website is your one-stop resource for campus emergency preparedness information, campus closure announcements and critical information in the event of an emergency. Public Safety is located in K100 and on the web at:
http://bellevuecollege.edu/publicsafety/

Academic Calendar

The Bellevue College Academic Calendar provides information about admissions and enrollment dates, holidays, closures, last day for pass/fail status, withdrawing dates and refunds information, and final exams schedule. It provides you with a "year at a glance" so you can plan ahead your classes for next quarter. Visit:
http://bellevuecollege.edu/enrollment/calendar/deadlines/ **COURSE CALENDAR AVAILABLE ON *CANVAS*. It is not written in stone and may be modified at the instructor's discretion.** *¡BIENVENIDOS!*