



**UNIVERSITY OF  
NORTHWESTERN**  
ST. PAUL

OFFICE OF DUAL ENROLLMENT

# **SPA1001**

## **Beginning Spanish I**

**FALL 2021**

**SYLLABUS**

Version: OLG v4:07/21

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# SPA1001 Beginning Spanish I

University of Northwestern – St. Paul

## COURSE DESCRIPTION

An introduction to the Spanish language, its sounds, structures and vocabulary and to the culture of the Hispanic world. Emphasis on the use of the present tense. Students make use of the online program MySpanishLab.

**Credits: 4**

**Prerequisites:** None

## INSTRUCTOR INFORMATION

Please see “Contacting the Instructor” on the course site.

## COURSE OUTCOMES

At the end of this course, a successful student will be able to

- CO-1. [Listening & Speaking] Spontaneously converse on chapter-related topics (basic everyday situations, greetings, basic needs, emotions, information exchange) in an informal, one-to-one conversational setting.
- CO-2. [Reading & Writing] Compose two paragraphs at the Novice High Level (according to the ACTFL Proficiency Guidelines for writing) in response to an essay prompt, with resources available.
- CO-3. [Reading & Writing] Utilize simple Spanish prose on non-technical, high-frequency-content to write one paragraph at the Novice Mid Level (according to ACTFL Proficiency Guidelines).
- CO-4. [Cultural Understanding] Explain the value and importance of various cultural aspects of the Spanish speaking world.

## MATERIALS

### Required Textbooks and Materials

No physical book is necessary. Use the electronic, interactive version of the text via MySpanishLab (MSL), **accessed through the link on the course site.** Zayas-Bazán, Eduardo, Susan M. Bacon and Holly Nibert. *¡Arriba!: Comunicación y cultura*. Edition: 7. Upper Saddle River, NJ: Pearson Prentice Hall. Year: 2019.

Be sure to access the interactive text via MySpanishLab using the link on the UNW course site (Moodle), since that properly initiates access via RedShelf, the tool that manages digital access purchase through your existing university student account. See the “Registering for MySpanishLab (Instructions)” near the top of the course site. When registering, please do not initiate MSL access by directly visiting [myspanishlab.com](http://myspanishlab.com).

### Provided by Student

For this course, students will need access to Recording capabilities (speakers & microphone sufficient for quality voice recording and playback) and a standard internet browser.

Additionally, most courses require access to Microsoft Office (available at no cost to students through the University of Northwestern-St. Paul), and a PDF reader. Please refer to the Tech Requirements found in the Technology Help section at the top of the course site for the full requirements.

### Recommended but not Required

English/Spanish-Spanish/English Dictionary of your choice

For typing Spanish diacritics (á, é, í, ñ, etc.), change keyboard settings to United States-International (for Windows). Not necessary for Mac users. See instructions at <http://spanish.about.com/od/writtenspanish/a/typingaccents.htm>.

## GRADING POLICIES AND PROCEDURES

### Course Grade Explanation

<b>Assignments</b>	<b>Grade Weight</b>
<b>UNW Course Site Activities (15% total)</b>	
Discussion Forums and Quizzes	15
<b>MySpanishLab Activities (85% total)</b>	
Practice Activities	20
Oral Readings	5
Cultural Activities	10
Vocabulary Quizzes	5
Chapter Tests	25
<u>Exams (Midterm and Final)</u>	<u>20</u>
<b>Total</b>	<b>100</b>

### Grading Scale Percentages

A	≥ 91	B	≥ 78	C	≥ 65	D	≥ 52
A-	≥ 87	B-	≥ 74	C-	≥ 61	D-	≥ 48
B+	≥ 84	C+	≥ 71	D+	≥ 58	F	< 48

### Late Work

All assignments are due as described in the course syllabus and the course site. Students are responsible for meeting assignment deadlines. Unless otherwise indicated, late assignments will be automatically deducted one letter grade. Assignments will drop an additional grade per day it is late, up to a 50% deduction in grade; late assignments will be not be accepted for a grade beyond one week past the original deadline. Forum discussion activities must be completed on time to earn points. Late forum posts will earn zero points. Students should contact the instructor via e-mail if an extenuating circumstance exists.

### Feedback Expectations

Students should expect feedback for their submitted assignments within 5 days of the assignment due date or the time of their submission, whichever is later.

## INSTITUTIONAL POLICIES AND SERVICES

### Guidelines and Information

Students are responsible for all content of the DE Student Handbook. The most recent version of the DE Student Handbook is located on [confluence.unwsp.edu](http://confluence.unwsp.edu) and includes the following policies and procedures:

- Deadlines for Dropping or Withdrawing
- Student/instructor Communication
- Appeals, Exceptions, Disciplinary Process, & Grievances
- Assignments (late work and plagiarism)
- Examinations
- Grading System

Instructors may have course-related expectations that further detail the policies and procedures outlined in the DE Student Handbook. Any such expectations must be provided to students in writing (e.g., handout, course site posting) prior to or at the beginning of the class.

Traditional undergraduate students enrolled in DE courses are subject to the traditional undergraduate student handbook for all non-course-specific policies and procedures.

### Academic Integrity

Plagiarism is theft—theft of someone else’s words or ideas. It is claiming another’s work as one’s own. This would also include the following:

- Using the words or work of a former or current student in this class
- Recycling previously submitted assignments from a previous course attempt
- Using outside literature support sites such as, but not limited to, SparkNotes, Enotes or Schmoop that provide literary analysis of the texts we read throughout the semester
- Putting English text or sentences through an online translator and submitting the Spanish output on your assignments
  - You are welcome use [Wordreference.com](http://Wordreference.com) or another English-Spanish dictionary to help you look up a word (on anything except quizzes, tests, and exams) but **do not use an online translator**. In this course, use of online translators is considered plagiarism because it composes Spanish sentences for you, which is claiming and presenting another’s work as your own.

Students found plagiarizing are subject to discipline. The standard response ranges from loss of credit for the plagiarized assignment to earning an immediate “F” for the course to being placed on disciplinary probation. We should be committed to conducting ourselves with integrity in all things. Please refer to the DE Student Handbook for more detailed information about UNW’s honesty and integrity policies.

In every course, students are required to view the Understanding Plagiarism video and complete the Understanding Plagiarism Quiz prior to completing any of the course content. These items are part of the course orientation.

### Academic Achievement

UNW students requesting academic accommodations in association with the Americans with Disabilities Act (ADA) are directed to notify [Disability Services](#) to begin the application process. Academic

Achievement also provides the following: [Writing and Subject Tutoring](#), advocating, transitional skill building, [Academic Coaching](#) (organization, time management, test taking, etc.).

Contact Academic Achievement for more information: [AcademicAchievement@unwsp.edu](mailto:AcademicAchievement@unwsp.edu) • 651-628-3316 • N4012 (Revised 06/20)

## Support Services

Links to support services are available found in the Student Services section at the top of the course site.

## COURSE POLICIES AND INFORMATION

### Email and Announcements

Students are responsible to regularly check their Northwestern student email and the announcements in the course site in order to receive updates and information.

### Attendance

Students are expected to participate in all course activities. Students must contact the faculty member in advance or as soon as possible if unable to participate in all or part of the course activities for a given week because of a medical (which includes having to quarantine or isolate due to COVID-19 exposure or confirmed illness), family, or work-related emergency. Students should refer to their course syllabus and/or faculty member for specific requirements. Students who do not participate in course activities and fail to withdraw from the course will receive a failing “F” grade.

### Submission Standards

All written assignments should adhere to the following DE guidelines. Documents should be in the following format **unless directed differently by the syllabus or course instructor**:

- Submitted on the course site in Microsoft Word document format (.doc or .docx)
- Set in a traditional typeface 12-point font
- Double-spaced (unless the syllabus instructs otherwise)
- Set with one-inch margins
- Formatted in APA style for in-text citations and reference page (LIT1100 may ask for MLA documentation style)
- Labeled and submitted with the following information (APA papers require this information on a cover sheet, as detailed in A Pocket Style Manual): Student Name, Course Code and Title, Instructor Name, and Date.

### Critical Response to Alternate Viewpoints

When students are reading or viewing course materials, they may encounter viewpoints, words, or images that their instructors would not use or endorse. Students should know that materials are chosen for their value in learning to read, write, and view critically, not because the materials are necessarily Christian.

## ASSIGNMENTS

See the course site for complete details on the assignments.

## Reading

The *¡Arriba!* textbook is your resource for learning the sounds, structures and vocabulary of the Spanish language as well as cultural information about the Hispanic world. Most of the course assignments involve the application of material in the textbook. Additional reading assignments may be offered on the UNW course site.

## MySpanishLab Assignments

MSL activities include vocabulary and grammar practices, video comprehension exercises, oral reading assignments, and verb quizzes, Chapter Tests and exams. These assignments are posted on the calendar on the homepage of the MSL site. **No credit** is given for late assignments (see exception below for tests and exams).

## Chapter Tests

There are five Chapter Tests, the first one being after we complete Ch. 2 of the textbook, covering the content of Chapters 1–6 of the textbook, respectively. These tests are closed-book and are completed on the MSL site. You may not use notes, course materials, online translators, nor have assistance by any person in completing the tests. Study Guides are provided for each Chapter Test on the UNW course site. Tests submitted late receive a penalty of 10% per day.

## Exams (Midterm and Final)

The Midterm and Final Exams are closed-book and are completed on the MSL site. You may not use notes, course materials, online translators, nor have assistance by any person in completing the exams. Study Guides are provided for each exam on the UNW course site. The Midterm Exam covers Chapters 1–3. The Final Exam focuses primarily on Chapters 4–6. Exams submitted late receive a penalty of 10% per day, the same as the chapter tests, with the exception of the Final Exam, since the deadline for the Final Exam is the end of the course. The Final Exam must be completed by the deadline for the course, as assigned on MySpanishLab.

## Discussion Forums

All twelve forums in this course are administered on the UNW course site and the topics demonstrate your understanding of assigned material. These forum discussions provide you with an opportunity to interact with your classmates using the Spanish language. In addition to written posts, you will sometimes be required to record your audio participation using Vocaroo or Kaltura as described on the UNW course site.

In addition to your initial posting, post one or two responses as instructed in the forum activity. Initial posts are due on Wednesdays and will be reduced by ten percentage points for each day late. Responses to classmates' posts are due by Fridays. **No credit** will be given for posts or responses offered after 11:59 p.m. Friday of the week of the forum. Forums will be evaluated as follows:

Percentage	Forum Content	Rubric
90-100% (Exemplary)	Assigned tasks	Fully completed
	Vocabulary used*	Effectively reflects the vocabulary level of the prior week of study
	Language errors	Minimal, based on the expected level of language competence attained by meeting the weekly learning objectives of the prior week(s) of study
80-90% (Acceptable)	Assigned tasks	Fully completed
	Vocabulary used*	Adequately reflects the vocabulary level of the prior week of study

	Language errors	Occasional, based on the expected level of language competence attained by meeting the weekly learning objectives of the prior week(s) of study
70-79% <b>(Limited)</b>	Assigned tasks	Fully completed
	Vocabulary used*	Adequately reflects the vocabulary level of the prior week of study
	Language errors	Frequent, based on the expected level of language competence attained by meeting the weekly learning objectives of the prior week(s) of study
60-69% <b>(Minimal)</b>	Assigned tasks	Not fully completed
	Vocabulary used*	Inadequately reflects the vocabulary level of the prior week of study
	Language errors	Frequent, based on the expected level of language competence attained by meeting the weekly learning objectives of the prior week(s) of study

\*Vocabulary rubrics will not be applied until Week 8.

Forums in Weeks 1–8 are weighted less than the forums in Weeks 9–14.

Discussion forum posts must reflect the student’s own mastery of Spanish and be their own work, including verb conjugation. Students **may not** use online translators when composing written work. The use of a dictionary (WordReference.com, for example) to translate individual vocabulary words not found in the textbook is encouraged, and use of the e-text to refer back to grammar constructions presented in the chapter is also allowed. Grades will be reduced by 10% per instance for posts that contain verb forms not yet introduced and/or constructions clearly atypical of student work at this level. Repeating instances of online translator usage or inappropriate reliance on online sources is subject to discipline per the university’s policy on plagiarism.

## COURSE SCHEDULE

### Format

Everything needed to successfully complete this course in fifteen weeks is explained on the course site. Each assignment has been designed to work together during each week. When studying, be sure to follow the suggested format explained for each lesson.

This course is divided into 15 weeks and covers the first six chapters of the textbook. Twelve weeks are devoted to either the first part (primera parte) or the second part (segunda parte) of a chapter. Three weeks in the course are designated for the preparation and completion of the Midterm and Final Exams. For this course, students will receive access to each week’s work as the semester progresses. There will be due dates during the week, and all assignments are due by 11:59 p.m. on the due date. Please refer to the schedule for the due dates of assignments.

The entire course is designed to flow from one week to the next. Do not skip any material. As a college rule of thumb, plan to spend approximately 9.5 hours a week studying for this 4-credit class. Pacing yourself in small, manageable chunks of time will help you stay on track and complete the course in a 15-week semester. The course schedule (at the end of this syllabus) offers a convenient way to manually check-off your activities. The Weekly Overview pages on the UNW course site and the calendar on the MSL site offer a more detailed listing of your required assignments.

The last official class day in Week 15 varies from semester to semester. Please refer to the Semester Calendar found in the Academic Information section at the top of the course site for the actual last day of class. All course work must be completed and submitted by that day.

## MySpanishLab (MSL)

A distinctive of this course is that while some activities are completed on the UNW course site, most are completed on MySpanishLab.com. The UNW course site contains all the forum discussions and two initial quizzes (15% of your grade). The MSL site contains all other required activities (85% of your grade). You will need access to MSL via RedShelf (using the link with the puzzle piece icon toward the top of the course site), along with an MSL course code (provided by your professor in a Welcome/Orientation e-mail for this specific semester) in order to successfully log on to the MSL site. If you experience difficulty accessing or using the MSL site, contact <http://247pearsoned.custhelp.com>.

Each week begins with a Weekly Overview page on the UNW course site that states learning outcomes and lists your activities. Typical activities are MSL exercises, textbook readings, video viewings, recordings, discussion forums, quizzes, chapter tests, and exams. All weekly activities are due on Wednesdays and Fridays with chapter tests typically on Mondays. A listing of all MSL assignments can be accessed on the MSL calendar or by clicking on the Course Materials tab on the MSL site.

## Due Dates

All assignments (outlined below) are to be submitted on the course site by 11:59 p.m. CT on the day they are due. For any questions regarding these assignments, contact the instructor.

## Orientation

- Read the Getting Started Page
- Participate in the Introductions Forum
- View and Complete Understanding Plagiarism Presentation and Quiz
- Complete Student Responsibilities Exercise
- Log on to and get familiar with the MySpanishLab site
  - You will need the MSL course code from your professor for this semester, and MSL access via RedShelf following the “Registering for MySpanish Lab (Instructions)” on the UNW course site

## Week 1: Orientation & Chapter 1: Primera Parte (First Part)

- Complete additional orientation activities listed in the Week 1 Overview (on UNW course site)
  - Read “Recording Online,” located under Course Resources
- Week 1 Forum: The Hispanic Presence Around You (all forums are on UNW course site)
- Read Chapter 1: Primera Parte (all chapter reading is in your *¡Arriba!* textbook) Note: you do not need to read the *Aplicación* portions of chapters.
- Complete MSL activities listed on the MSL calendar.

## Week 2: Chapter 1: Segunda Parte (Second Part)

- Week 2 Forum: Spanish Grammar Concepts
- Read Chapter 1: Segunda Parte and the *Panorama* pages at the end of the chapter
- Complete MSL activities listed on the MSL calendar
- Complete the Grammar Concepts Quiz (on the UNW course site).



### **Week 3: Chapter 2: Primera Parte**

- Listen to Pronunciation and Writing Tip 1 (under Course Tips and Tutorials on UNW course site)
- Week 3 Forum: Introducing Yourself (use *Kultura* to create audio)
- Read Chapter 2: Primera Parte.
- Complete MSL activities listed for Wednesday and Friday on the MSL calendar.

### **Week 4: Chapter 2: Segunda Parte**

- Listen to Pronunciation and Writing Tip 2
- Week 4 Forum: Describing Yourself
- Read Chapter 2: Segunda Parte and the *Panorama* pages at the end of the chapter
- Complete MSL activities listed on the MSL calendar (including the Chapter 2 Verb Translation Quiz)
- Prepare for Chapter 2 Test (use Study Guide provided on UNW course site).

### **Week 5: Chapter 3: Primera Parte**

- Take Chapter 2 Test on MSL (on Monday)
- Listen to Pronunciation and Writing Tip 3
- Week 5 Forum: What You Like to Do
- Read Chapter 3: Primera Parte
- Complete MSL activities listed on the MSL calendar for Wednesday and Friday.

### **Week 6: Chapter 3: Segunda Parte**

- Listen to Pronunciation and Writing Tip 4 (under Course Tips and Tutorials on UNW course site)
- Week 6 Forum: ¿Qué estudias? ¿Qué haces?
- Read Chapter 3: Segunda Parte
- Complete MSL activities listed on the MSL calendar including Chapter 2–3 Verb Translation Quiz
- Prepare for Chapter 3 Test (use Study Guide provided on UNW course site).

### **Week 7: Midterm Exam**

- Take Chapter 3 Test on MSL on Monday
- Review Pronunciation and Writing Tips 1–4; Listen to Writing Tip 5 (under Course Tips and Tutorials on UNW course site)
- Prepare for Midterm Exam (use Study Guide provided on UNW course site)
- Take the Midterm Exam on the MSL by Friday.

### **Week 8: Chapter 4: Primera Parte**

- Listen to Pronunciation Tip 5 and Writing Tip 6 (under Course Tips and Tutorials on UNW course site)
- Week 8 Forum: ¿Qué vas a hacer? ¿Qué tienes que hacer?
- Read Chapter 4: Primera Parte
- Complete MSL activities listed on the MSL calendar.

### **Week 9: Chapter 4: Segunda Parte**

- Listen to Pronunciation Tip 6 and Writing Tip 7 (under Course Tips and Tutorials on UNW course site)
- Week 9 Forum: ¿Cómo es tu familia?

- Read Chapter 4: Segunda Parte
- Complete MSL activities listed on the MSL calendar including Chapter 4 Verb Translation Quiz
- Prepare for Chapter 4 Test (use Study Guide provided on UNW course site).

### **Week 10: Chapter 5: Primera Parte**

- Take Chapter 4 Test on MSL (on Monday)
- Listen to Pronunciation Tip 7 and Writing Tip 8 (under Course Tips and Tutorials on UNW course site)
- Week 10 Forum: ¿Adónde te gusta ir?
- Read Chapter 5: Primera Parte
- Complete MSL activities listed on the MSL calendar.

### **Week 11: Chapter 5: Segunda Parte**

- Listen to Pronunciation Tip 8 and Writing Tip 9 (under Course Tips and Tutorials on UNW course site)
- Find a native Spanish speaker to interview. Summary of interview due Week 14 (see *Una Entrevista* on UNW course site for details)
- Read Strategies for Communication (on UNW course site; important for interview)
- Read Chapter 5: Segunda Parte
- Complete MSL activities listed on the MSL calendar including Chapter 5 Verb Translation Quiz
- Prepare for Chapter 5 Test (use Study Guide provided on UNW course site).

### **Week 12: Chapter 6: Primera Parte**

- Take Chapter 5 Test on MSL (on Monday)
- Listen to Pronunciation Tip 9 and Writing Tip 10 (under Course Tips and Tutorials on UNW course site)
- Week 12 Forum: Los Quehaceres Domésticos
- Read Chapter 6: Primera Parte
- Complete MSL activities listed on the MSL calendar
- Keep working on your interview with a native Spanish speaker (summary due Week 14).

### **Week 13: Chapter 6: Segunda Parte**

- Listen to Pronunciation Tip 10 and Writing Tip 11 (under Course Tips and Tutorials on UNW course site)
- Week 13 Forum: Una Persona Interesante
- Read Chapter 6: Segunda Parte
- Complete MSL activities listed on the MSL calendar including Chapter 6 Verb Translation Quiz
- Prepare for Chapter 6 Test (use Study Guide provided on UNW course site)
- Keep working on your interview with a native Spanish speaker (summary due Week 14).

### **Week 14: Review**

- Take Chapter 6 Test on MSL (on Wednesday)
- Week 14 Forum: Interview Summary (by Wednesday)
- Prepare for Final Exam (use Study Guide provided on UNW course site)
- Review all Pronunciation Tips 1–10; Listen to Writing Tip 12 and review Writing Tips 1–11.

## **Week 15: Final Exam**

*The final week varies in length based on the semester. Please refer to the Semester Calendars found in the Academic Information section at the top of the course site for details.*

- Prepare for Final Exam
- Take the Final Exam on MSL (by Thursday or the last day of class).