SPANISH 101 SYLLABUS       Winter 2002

Spanish 101 Coordinator:          Instructor: ________________ Section: ____

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Office Hours: ____________________
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http://www.umich.edu/~lourdes/101/start.htm

COURSE DESCRIPTION AND OBJECTIVES: Spanish 101 is designed to introduce you to
the Spanish language and the many facets of the culture. In this course you will develop your
ability to communicate satisfactorily in Spanish in everyday practical situations while acquiring
some of the skills necessary for effective reading and writing in Spanish. The course focuses on
the introduction and development of the four language skills necessary for interpersonal
communication in Spanish: listening, writing, reading, and speaking.

REQUIRED MATERIAL:

Visión y Voz, Vicki Galloway and Angela Labarca, Wiley, 1998. Also the accompany workbook
and laboratory manual (white).

Bluebooks (available at bookstores) to be used for pen pal letters.

A Spanish-English dictionary. Check with your instructor for suggestions.

RECOMMENDED:

English Grammar for Students of Spanish. 4th Ed., Emily Spinelli, The Olivia and Hill Press,
1998.

**IMPORTANT INFORMATION ABOUT THE FIRST TWO DAYS OF CLASS**

If you are registered for a Spanish 101 class OR if you are on the waitlist for a Spanish 101 class,
you must attend the first two days of class. Failure to do so will result in an automatic withdrawal
from the class except in the case of extenuating circumstances. If you miss one of the first two
class sessions due to an extenuating circumstance you must contact your instructor, the main
office at 764-5344 or the course coordinator immediately and provide a documented excuse.
If you fail to contact the instructor or course coordinator immediately you may still be dropped
from the class.
COURSE POLICIES:

**Code of Academic Conduct:** Students suspected of cheating, plagiarism, or aiding others in dishonest academic behavior will be brought before the Academic Judiciary Committee. You are responsible for reading and understanding the Code of Academic Conduct in the University of Michigan Bulletin. Guidelines for avoiding plagiarism in your compositions will be provided.

**The Use of English:** In Spanish 101 your instructor will speak Spanish 90% of the time. You may use English only when absolutely necessary. From time to time you may need to ask something in English. However, you must ask permission first in Spanish and ONLY after you have tried to express yourself in Spanish. Speaking only in Spanish will enhance your ability to acquire the skills you are seeking to achieve. It is therefore important that you make an effort to use the vocabulary and constructions you will be learning. In group work, you will be expected to speak in Spanish the entire time. We also consider the use of Spanish an integral part of your participation grade (see below). You should make every effort to speak in Spanish even when you have finished your group/pair work, keep the conversation in Spanish.

**Grading:** In order to pass this course, students will be required a minimum of C-. Your final grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams/2 Quizzes</td>
<td>25%</td>
<td>There are no make ups for unexcused absences.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
<td>There are no make ups for unexcused absences.</td>
</tr>
<tr>
<td>Class Participation</td>
<td>15%</td>
<td>See description below for absence and tardiness policy.</td>
</tr>
<tr>
<td>Oral Exams (2)</td>
<td>15%</td>
<td>There is a group skit and an individual exam.</td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
<td>Must be turned in on time.</td>
</tr>
<tr>
<td>Compositions (2)</td>
<td>10%</td>
<td>You will need to turn in a final copy, a rough draft, and a peer edit sheet completed on both sides.</td>
</tr>
<tr>
<td>Pen Pal</td>
<td>5%</td>
<td>You will use one blue book between two Spanish sections.</td>
</tr>
<tr>
<td>Cultural Project</td>
<td>5%</td>
<td>You will be doing a group cultural project.</td>
</tr>
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**GRADING SCALE:**

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>99-100</td>
<td>A+</td>
</tr>
<tr>
<td>93-98</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
</tr>
<tr>
<td>88-89</td>
<td>B+</td>
</tr>
<tr>
<td>83-87</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
</tr>
<tr>
<td>78-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-77</td>
<td>C</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
</tr>
<tr>
<td>68-69</td>
<td>D+</td>
</tr>
<tr>
<td>63-67</td>
<td>D</td>
</tr>
<tr>
<td>62 or below</td>
<td>E</td>
</tr>
</tbody>
</table>

**Exams/2 Quizzes (25%)**

There will be 2 exams and 2 departmental quizzes throughout the semester. Exams will include listening, reading, writing, and cultural material presented in and out of class. Appropriate use of vocabulary, comprehension and comprehensibility will be emphasized. NO test may be made up unless you notify your instructor and a documented excuse is turned in. Exams are not curved in Spanish 101.
Final Exam (15%)

The Final Exam will be comprehensive and cumulative in nature. It will consist of two parts. The first part will be given on the last day of class ______________. It will be a listening comprehension test given by your instructor in your classroom. The second part will be administered as a multiple section exam on ______________. The final exam will include listening comprehension, reading, and written work. The questions will come from material covered in class, will require short and extended writing, and understanding of culture and vocabulary covered in class.

Alternate Exams: The alternate final exam is provided only for students who have a conflict with the original final exam. In the case of a final exam time conflict or three other exams the same day, the student must provide written official proof to the appropriate Romance Languages coordinator by the Monday of the last week of classes. In the case of medical emergency, the student must contact the instructor by the last day of class, who will get authorization from the Course Coordinator to approve an alternate final exam. The student must come to the alternate exam with a doctor’s medical excuse written on official letterhead paper along with the doctor’s phone number. No other excuses will be accepted. Scheduling a trip or oversleeping are not considered valid reasons for missing the final exam. If a student oversleeps, it is better to arrive late to the final exam than not to take it at all. **STUDENTS WHO DO NOT TAKE THE FINAL EXAM ON THE DAY IT IS SCHEDULED AND WHO HAVE NOT FOLLOWED THESE PROCEDURES WILL RECEIVE A ZERO FOR THE FINAL EXAM.**

Participation (15%)

**Attendance Policy:** Regular attendance is crucial to the successful attainment of the course objectives. University policy requires that students attend classes on a regular basis. Since you can’t participate if you are absent, you may not make-up a participation grade. Your instructor will provide you with the attendance policy in class after the first two days of class.

Class Participation Criteria:
Your use of Spanish
Your willingness to participate
Your cooperation and leadership in group and pair work
Your respect and attitude towards the class and your peers

Participation Grading Criteria:
9-10 points  THE “A” STUDENT
Initiates and maintains interaction with fellow students and instructor
Participates actively in discussions and group activities
Never uses English in discussions and group activities
Asks questions only in Spanish
Is always prepared, answers readily when called upon
Frequently elaborates on answers
Is always easily comprehensible to other students and the instructor

8-8.9  THE “B” STUDENT
Shows willingness to participate
Participates actively in group activities, passively in discussions
Occasionally resorts to English (i.e. vocabulary)
Usually asks questions in Spanish
Is almost always prepared, usually answers when called upon
Elaborates somewhat on answers
Is usually comprehensible to other students and the instructor

7-7.9  THE “C” STUDENT
Participates more passively than actively in group activities and discussions
Occasionally resorts to English (i.e. vocabulary and small group activities)
Does not always ask questions in Spanish
Is not always fully prepared, sometimes unaware when called upon
Gives slightly elaborated answers
Sometimes is not comprehensible to other students and the instructor

6-6.9  THE “D” STUDENT
Participates grudgingly
Speaks mostly English in discussions and small group activities
Generally does not cooperate in group activities or discussions
Is not prepared, does not answer questions when called upon
Is not comprehensible to other students and the instructor

5-0  THE “E” STUDENT
Is always obviously unprepared
Is disruptive, prevents other students from hearing, disrespectful
Refuses to participate in class activities
Almost never uses Spanish

Oral Exams (15%)
The purpose of the oral exams is to evaluate your ability of fluency, comprehensibility, and ability to maintain a conversation using the vocabulary and grammar acquired in class. The first oral exam will be a skit with 2 other classmates. The dates and topics of the first oral exam will be determined by each section. See your instructor for further details.

The second oral exam will take place on ______________ and will be held in the Language Resource Center’s (LRC) PC Classroom. The date will depend on your section number. More details and the evaluation criteria will be provided by your instructor.

If you have an unexcused absence (late for class, overslept, etc.) for either oral exam you will receive an automatic zero for the exam. However, if you have a documented excuse you must contact your instructor within 24 hours if possible to set up a make up exam.

Homework (10%)

Your instructor may assign additional assignments to the workbook and lab manual. Homework assignments will include in and out of class assignments and quizzes. Your instructor may or may not announce quizzes. These quizzes are separate from the two departmental quizzes. If you are absent from class you may send in your homework to be graded by the instructor ONLY if you have an excused absence; otherwise it will NOT count toward your grade (but feedback may be provided). The in class homework, quizzes, and other assignments will be graded for accuracy and completion according to the following scale.

Homework Evaluation Criteria:

10= Perfect work on homework, no errors
9= Excellent work with very few mistakes
8= Work done well with random errors
7= Some random errors and few consistent errors
6= Did not seem to understand lesson material
5= Incomplete work
4 or below Some effort made but unsatisfactory work

Compositions (10%)

Compositions draw on all of the information presented throughout the lessons. These compositions, to be typed double-spaced, will be due one week after you begin them. Class time will be devoted for peer correction of your written work prior to turning in the compositions. Due to the extensive writing process you will finish them at home. The grading criteria will be handed out in class along with the topics for each composition. Guidelines for limited assistance on your composition will be explained by your instructor. They will also be available on the homepage. Late compositions without an excused absence will receive a zero in the gradebook.

Pen Pal Letters (5%)
During the semester you will be asked to write letters and respond to letters from other students in Spanish 101. The purpose of this informal written communication process is to allow students to practice their writing without worrying about grammar details, but rather emphasizing communication. While your grade will not reflect grammar accuracy, you will receive a grade for content and grammar comprehension.

**Cultural Project (5%)**

The purpose of the cultural projects will be to research, organize, and present cultural material to the class.

**The Language Resource Center (LRC)**

The LRC is located on the second floor of the MLB. You will be using the LRC to listen to or purchase your tapes that accompany your laboratory manual. You can also visit the LRC to view movies, videos or use the word processing programs on the computers. For your convenience the LRC also has copies of the textbook, workbook, and other materials used in class. The LRC is opened Monday through Thursday from 8:30 a.m. to 9:30 p.m., Friday from 8:30 a.m. to 5 p.m. and Sundays 12:30 p.m. to 9:30 p.m. It is closed on Saturdays. If you need to contact their office you can reach them at 647-0759. PLEASE NOTE THAT IF YOU NEED TO USE CD PLAYERS, A COMPUTER CART OR OTHER EQUIPMENT FROM THE LRC YOU MUST GIVE YOUR INSTRUCTOR ENOUGH NOTICE (USUALLY TWO WEEKS OR MORE FOR COMPUTER CARTS) TO MAKE THE RESERVATION AS YOU CAN NOT CHECK OUT EQUIPMENT AS A STUDENT.