Spanish 2113 Syllabus

Course Description

This course continues to train students in reading, writing, listening and speaking while building on the foundation that was established in previous semesters. Students learn to give recommendations to other people, express reactions to certain situations, express doubt or denial, and to talk about what they want other people to do through the use of the present subjunctive. Some of the topics covered in the class include the environment, professional life, and the fine arts.

Course Objectives

As a student in this course you will:

1. Learn the fundamental structures of Spanish.
2. Acquire a basic proficiency in the five skills of language learning: listening, speaking, reading, writing, and culture.
3. Develop vocabulary for communication in social and survival situations.
4. Learn about one's own language and culture by studying a foreign language.

Required Text and Supplementary Materials

The textbook for this class is the 9th Edition of Puntos de Partida. You have 3 options for purchasing your text, depending on your own personal preferences. Any of the options will work.

1) Purchase Connect Plus (ISBN 9780077511746). This option will give you access to the e-book and the Connect website, where you will watch the video tutorials and complete your homework for the class. If you do not need a hard copy of the textbook, this will be your cheapest option by about $100.

2) Purchase a hard cover of Puntos de Partida with a Connect Plus access card (ISBN 9780077606312). This option is for people who prefer the traditional, hard cover textbook. It also comes with the online access to Connect that you’ll need to watch the video tutorials and complete your homework.

3) If you are a student on OU’s Norman campus and want the same textbook package that people in traditional classes would purchase, buy ISBN 9780077705084. This package includes the soft cover book, the Connect Plus access card and the Supplementary Materials book.

Please note that the cheapest way to buy access to Connect is to use the link found on the Connect Registration Instructions on Canvas. Using that link will save you money over buying the access card from another site.

Grading

Grading scale: 100-90=A; 89-80=B; 79-70=C; 69-60=D; 59-0=F
Note: A grade of C or above is highly recommended before continuing on to the next level.

Final Grade Components
Computation of the final grade in this course will be determined using the following weighted grading system:

1. Video blogs (2) 10%
2. Connect assignments 15%
3. Compositions (2) 10%
4. Quizzes 15% (your 2 lowest quiz grades will be dropped)
5. Chapter Exams (2) 30%
6. Listening Exam (1) 10%
7. Text comprehension (1) 10%

There is no extra credit in this class.

1. **Video blogs (Vlogs).** Your oral work in this class will consist of video recordings that you post to Canvas (canvas.ou.edu). In these recordings, you will talk about a topic of cultural relevance using the grammar and vocabulary that we’ve learned up to that point in the book. On these assignments, the idea is for you to speak Spanish in the most natural, spontaneous way possible. If your grammar is perfect but it’s obvious that you’re reading something to me or reciting something that you’ve memorized, your grade will be lower than it will be if you speak naturally and make mistakes. In other words, I want you to sound like a human being rather than a robot. Take risks, and don’t worry if it’s not perfect. For detailed instructions about how to record your vlog, please refer to the document on Canvas titled "How to Record a Vlog."

2. **Connect.** Your homework will be completed on the Connect website, which is an online workbook. For most exercises, you will have 3 attempts, and only your best attempt will count. If the exercise is true / false or multiple choice, you may only have one attempt. For information about how to register for Connect, please see the registration instructions that I have posted on Canvas. In order to do well on the exercises, you should do 3 things before attempting them:
   1. view the corresponding video tutorial on the Connect website,
   2. read the corresponding explanations in your textbook, and
   3. review any relevant materials that I have posted.

   **You will not receive any credit for exercises completed after you have taken that chapter’s grammar quiz.**

3. **Compositions.** Composition assignments will provide you with the opportunity to describe in writing the topics that we have studied. Please do not try to write beyond your level. Use the grammar and vocabulary that we've learned so far in the class, and keep it simple. You will be evaluated on your ability to coherently communicate using a topic relevant to what we’ve studied up to that point. You are not permitted to use your book, notes, or any electronic resources on the compositions. In terms of their organization, all compositions should have 1) an introduction, 2) a body, and 3) a conclusion, and they should be written in paragraph form.

   All compositions must be written at a CIDL-approved testing center or taken through Proctor U. You will be monitored closely during the writing of the compositions, and if any attempt is made to use outside resources (for example online dictionaries / translators or another human being), you will be assigned a 0 for the assignment. I will provide you with a preparation sheet to give you an idea about what to study prior to writing your composition, so you will at least have some clue about what to expect.
You will type your composition on a computer, and will be able to use the built in HTML editor of Canvas to create paragraphs, titles, etc. You will have access to the “accent guide” while completing this assignment so that you can insert written accents.

4. **Quizzes.** We will have at least two quizzes for each chapter. At the beginning of each chapter, you'll take a vocabulary quiz. Then, after studying the grammar for each chapter, you'll take a grammar quiz that tests your ability to use the grammar and vocabulary that we learned in that chapter. In addition to that, we will have occasional listening and reading quizzes to help you develop those skills and to help prepare you for the listening exam and text comprehension. Your 2 lowest quiz grades will be dropped. Quizzes do not have to be proctored, and you are encouraged to use your book as a study aide while taking them.

5. **Chapter exams.** There will be two chapter exams during the class. The first one will cover chapters 12 and 13, and the second one will cover chapters 14 and 15 (all foreign language exams are by nature cumulative, so you’ll also want to go back and review chapters 1 – 11 before both exams). All exams will be proctored and must be taken at a CIDL-approved testing center or through Proctor U. You are not permitted to use your book, notes, or any electronic resources on the exams.

6. **Listening exam.** The listening exam will evaluate your ability to understand native speakers of Spanish. To prepare for the listening exam, I have assigned you listening exercises on Connect for each chapter. In addition, we will have less consequential listening quizzes on Canvas as a way to prepare you for your exam. Finally, if you are in Norman, you may find it helpful to visit the Language Learning Center in Kaufman Hall to take advantage of the software they have on their computers in the lab and their extensive video collection. Even if you’re not in Norman, you can stream many of their videos by going to [https://llc.ou.edu/](https://llc.ou.edu/). Netflix, Telemundo, and Univision are also great places to find Spanish language movies and shows.

As with the chapter exams, the listening exam must be taken at a CIDL-approved testing center or through Proctor U.

7. **Text comprehension.** The text comprehension will evaluate your ability to read and understand an authentic text in Spanish. To prepare for this assignment, I have assigned you reading exercises on Connect. In addition, we will have less consequential reading quizzes on Canvas to help you prepare for the text comprehension.

The text comprehension must be taken at a CIDL-approved testing center or through Proctor U.

**Using Proctor U**

Should you choose to complete your assignments using Proctor U, please understand that you are taking on certain risks and responsibilities. First of all, it is your responsibility to make sure that you are taking the exam on a fast connection. Use a broadband connection that will allow the pages of the exam to load quickly. Second, use a (relatively) new computer with all of the latest software updates and relevant plugins.

Students who use slow connections, older computers, or computers that lack the latest software put themselves at risk of not being able to access certain portions of the exam. This is especially true with respect to the audio portions of the exam.

**You only get one shot at the exam.** If you take an exam with Proctor U and experience technical problems that are no fault of Proctor U or the CIDL, then you will have to live with the
results. For best results, take the “Audio Test Quiz” in your course prior to starting your exam while connected to ProctorU. If the audio plays in that quiz, it will play on the exam. **Ignorance of this policy it not an excuse for requesting a retake.**

Also, be aware that arrangements to take your exams through Proctor U should be made as early as possible. If you wait until the last minute to make those arrangements, you risk facing a delay and falling behind in the class.

**Go in order**

Complete the assignments in the order that they are listed on the course schedule. Doing assignments out of order could result in you not receiving credit for your work or getting stuck in the class. As long as you follow the exact sequence that is outlined on the course schedule, there should never be a time when you have to wait for an assignment to open. If you can’t access an assignment, it’s almost always because you’re trying to go out of order.

**Course timeline**

This is a 6 month course. You are responsible for making your own schedule and sticking to it. If you run out of time, you will **not** be given an extension. If the class ends before you complete all of the assignments, you will be given a “0” for all unattempted items and I will assign your final grade accordingly.

**Sending e-mails to your instructor**

Writing an e-mail to your instructor is different than sending a text to a friend. When e-mailing your instructor, please include the following information:

1) a salutation. This doesn’t have to be anything formal, and it can be as simple as “Chris” or “Hola profesor”, but it should not be omitted. Once you have started an e-mail conversation, it’s not necessary to repeat the salutation in each subsequent message.

2) specific information about the class number and section number in which you’re enrolled.

3) if you’re referencing a quiz, exam, homework assignment, or composition, be as specific as possible. If it’s a quiz, tell me “chapter 8 grammar quiz for Spanish 1225 section 400 (know what section you’re in),” for example, or if it’s a homework assignment, tell me the name of the homework assignment and the chapter in which I can find it. I teach a lot of classes, and this will help me to respond to your e-mail in a timely manner.

4) your name at the end of the message. Again, this has more to do with etiquette, but it also helps me to identify you, as sometimes e-mail addresses alone are not sufficient for that.

Having said all that, I hope you will reach out to me when you want help. The more you’re in touch with me, the better. I’m available via e-mail or Skype, and if you don’t understand something, ask me for help. I am here for you, and I want to help you in any way that I can.

**Final grades.** I will aim to have all of your work graded and your final grade posted to Ozone within a week of you finishing the course. If you need your grade posted by a certain date, then you should finish at least a week prior to that date. Also, keep in mind that there will likely be a delay of at least a few days between the time I post your grade to Ozone and the time that grade
appears on your official transcript. If you are graduating and need the grade on your transcript by a certain time, or if your employer needs to see it by a certain date, plan accordingly and give me and the Office of Records a reasonable amount of time to get everything posted for you.

**Academic Misconduct (Please read carefully)**

As a student taking a course at the University of Oklahoma you are expected to uphold the academic integrity code. Please visit http://integrity.ou.edu and familiarize yourself with the standards you will be held to while taking your course.

In addition to this, I will add that **drastic discrepancies in your performance on different assignments will earn you heightened scrutiny in my class**. For example, if you turn in a composition that is flawless only to fail miserably on an exam, you will be required to chat with me about your composition, either in my office or via Skype. I may ask you to rewrite the composition either under my supervision or using a different proctor than the one you used the first time around, just to make sure that your academic integrity was not compromised during the first writing of your composition. If you do your own work and follow the rules, then this won’t be a problem for you.

**Religious Observance:**

It is the policy of the University to excuse the absences of students that result from religious observances and to reschedule examinations and additional required classwork that may fall on religious holidays, without penalty.

**Reasonable Accommodation Policy:**

Students requiring academic accommodation should contact the Disability Resource Center for assistance at (405) 325-3852 or TDD: (405) 325-4173. For more information please see the Disability Resource Center website http://www.ou.edu/drc/home.html Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

**Title IX Resources and Reporting Requirement:**

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on call 24/7. To learn more or to report an incident, please contact the Sexual Misconduct Office at 405-325-2215 (8 to 5, M-F) or OU Advocates at 405-615-0013 (24/7). Also, please be advised that a professor/GA/TA is required to report instances of sexual harassment, sexual assault, or discrimination to the Sexual Misconduct Office. For more information, please see http://www.ou.edu/eoo.
Class Schedule – Spanish 2113

Class Introduction

1) Read the entire syllabus and all news items on the course’s home page on Canvas (canvas.ou.edu).

2) Register for Connect (see Registration Instructions on Canvas).

3) Read document on Canvas titled “How to use Connect”.

4) Take the 3 required quizzes over 1) the Financial Responsibility Acknowledgment, 2) the Exam Proctor Information, and 3) The Course Documents.

5) Write out a schedule for yourself in a Microsoft Word Document indicating the dates by which time you will have completed each chapter and taken each exam (including the final). In this document, please indicate to me that you understand that you only have 6 months to complete the course and that you will not be granted an extension if you fail to complete the course on time. E-mail this schedule to your instructor, Chris Kneifl, at kneifl@ou.edu.

Chapter 12

1) Watch the video tutorials for chapter 12 on Connect.

2) Do the LearnSmart activities for chapter 12 on Connect.

3) a. Study the chapter 12 vocabulary (pages 380 – 381)
   b. Do the Vocabulario exercises for chapter 12 on Connect
   c. Take the chapter 12 vocabulary quiz (on Canvas).

4) Do the Pronunciación activities for chapter 12 on Connect.

5) Chapter 12 introduces concepts that are new to many English speakers. To fully understand these concepts, please pay special attention to the information contained on pages 357 – 359 and also on pages 362 – 369 of our textbook. The explanations in the book are good, but if you don’t understand them, ask me for help.

6) Complete the Gramática and Más práctica assignments for Chapter 12 on Connect.

7) Record Vlog #1 and turn in to appropriate dropbox on Canvas.

8) Take Chapter 12 Grammar Quiz.

9) Take listening quiz #1.

Chapter 13

1) Watch the video tutorials for chapter 13 on Connect.

2) Do the LearnSmart activities for chapter 13 on Connect.

3) a. Study the chapter 13 vocabulary (pages 410 – 411)
   b. Do the Vocabulario exercises for chapter 13 on Connect
   c. Take the chapter 13 vocabulary quiz (on Canvas).

4) Do the Pronunciación activities for chapter 13 on Connect.

5) In chapter 13, we continue our study of the present subjunctive. I would recommend reviewing pages 389 – 390, 394 – 395, and 398 – 400. As always, I am here to help you with concepts at any time. Just ask.
6) Complete the Gramática and Más práctica assignments for Chapter 13 on Connect.
7) Review the study guide for Composition #1.
8) Write Composition #1 (must be written at CIDL-approved testing center).
9) Take reading quiz #1.
10) Take chapter 13 grammar quiz.
11) Review the study guide for exam #1.
12) Take Exam #1 (must be taken at CIDL approved testing center).

Chapter 14
1) Watch the video tutorials for chapter 14 on Connect.
2) Do the LearnSmart activities for chapter 14 on Connect.
3) a. Study the chapter 14 vocabulary (pages 440 – 441)
   b. Do the Vocabulario exercises for chapter 14 on Connect
   c. Take the chapter 14 vocabulary quiz (on Canvas).
4) Do the Pronunciación activities for chapter 14 on Connect.
5) Complete the Gramática and Más práctica assignments for Chapter 14 on Connect.
6) Record Vlog #2 and turn in to corresponding dropbox on Canvas.
7) Take listening quiz #2.
8) Take the Chapter 14 grammar quiz.

Chapter 15
1) Watch the video tutorials for chapter 15 on Connect.
2) Do the LearnSmart activities for chapter 15 on Connect.
3) a. Study the chapter 15 vocabulary (pages 468-469)
   b. Do the Vocabulario exercises for chapter 15 on Connect
   c. Take the chapter 15 vocabulary quiz (on Canvas).
4) Do the Pronunciación activities for chapter 15 on Connect.
5) Complete the Gramática and Más práctica assignments for Chapter 15 on Connect.
6) Review the study guide for composition #2.
7) Write composition #2 (must be written at CIDL-approved testing center).
8) Take reading quiz #2.
9) Take chapter 15 grammar quiz.
10) Review study guide for listening exam.
11) Take listening exam (must be taken at CIDL approved testing center).
12) Review study guide for text comprehension exam.
13) Take text comprehension exam (at CIDL-approved testing center).
14) Review study guide exam #2.

15) Take exam #2 (at CIDL-approved testing center).

Congratulations on finishing the class, and best of luck to you in the future!