I. Course Description:
Spanish 1013 is an introductory Spanish course that presents students with basic vocabulary and structures and general Hispanic culture. The five chapters begin with an introduction to common expressions and continue with vocabulary, structures and culture related to the university, the family, shopping, and the home. Each chapter has assignments from the required text, the workbook, and technology tasks for practice.

Although there are no course prerequisites for Spanish 1013, students enrolled in this section should have basic computer literacy. They should be able to send and retrieve email, be able to use the Internet for practical purposes, use a word processor, have a basic knowledge of the operation of their computer, and be willing to produce and share content in Spanish.

II. Instructor: To be announced (TBA)
Office: TBA
Tel: 936-857-2229 Fax: 936-857-2309
E-Mail: TBA
Address: P.O. Box 0156, Prairie View, TX 77446-0156
Office Hrs.: TBA

III. Course Materials:

Many optional ancillary materials are found in the Multimedia Language Laboratory. These include audio, video and multimedia materials to accompany required text, , 52-lesson Destinos video program, Spanish cultural and language videos, and access to the WWW, for practice exercises and quizzes at http://www.spanish.mhhe.com and spanish1301.pageout.net. Library Lab hours will be posted the first week of classes, and class will be held in the lab as scheduled in the official class calendar.

IV. Course Goals
Students will use knowledge and skills acquired this semester to be able to participate in verbal interaction in classroom activities in Spanish at the novice (ACTFL) level, practice reading and writing skills and vocabulary development at a novice level, and develop a greater knowledge of Hispanic culture.
Objectives: Work on developing psychomotor and cognitive skills necessary to understand basic spoken academic Spanish and to speak on a novice (ACTFL guidelines) level. Students will demonstrate areas 1, 2, 3, and 4 at a 60% level or better.

Area 1: communicate with memorized material using basic context/content vocabulary.

Area 2: ask and answer questions; create using Spanish; manage to get into, through and out of basic language situations in the contexts presented in lessons through chapter 4 of the course text.

Area 3: narrate and describe in present and future time, in the context of concrete topics presented in the text, and participate in introductions and other social situations.

Area 4: acquire and practice basic skills in technology as needed to complete Spanish tutorial programs (start computers and VCRs, access and practice Spanish programs and data from the WWW, computers and VCRs). Students will proceed with supplementary materials in the lab on an individual basis adjusted to preferred learning style and pace.

V. Course Evaluation Methods

Students enrolled in Spanish 1013 will be evaluated on class participation, chapter tests, midterm exam, and final exam. Participation consists of the following: completed workbook exercises, (completed lab manual exercises--online class), ten hours of library lab attendance, (email of McGraw-Hill Practice Activity exercises--online class), (and audio recording assignments--online class). When students have completed assignments, they will take a chapter test. There will be no make-up for quizzes or tests, but students may be excused from certain evaluations upon consideration of the instructor of prompt written excuses (i.e. doctor's note, car repair bill, etc.).

Criteria for final grades: WEIGHTS

<table>
<thead>
<tr>
<th>Participation (see below)</th>
<th>35%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Test results (3)</td>
<td>30%</td>
</tr>
<tr>
<td>Midterm Exam result</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam result</td>
<td>20%</td>
</tr>
</tbody>
</table>

Grade Correspondence:
A = 90-100  B = 80-89  C = 70 -79  D = 60 69  F = 0 - 59

VI. Participation Guidelines
Due to the importance of regular student practice in the tutored second language learning setting, the following are taken into consideration when determining grades:

a) Attendance at Prairie View A&M University is mandatory: students in regular classes are expected to attend all class sessions.
b) Use of only Spanish in class exercises, tests, and quizzes. (Students may use English when they have a felt need in email notes to the instructor for questions or explanations concerning course material, assignments, and evaluation.) The use of English on the part of students in assignments, tests and quizzes will result in a lower overall grade.
c) Timely completion/submission of assignments, tests and quizzes (see course calendar for assignment due dates). Preparation time in this class will differ from student to student--depending on prior knowledge and skills in Spanish and technology. Most students should spend two (2) hours prepatation time for each class. Online students should spend an average of nine (9) hours per week for this class.
d) Quality participation in prepared speaking, listening, reading & writing activities. (Sí, Sí, Sí, No, No, No.... is not enough.)
e) Students are encouraged to sign in practice in the Multimedia Language Laboratory (169 Delco).
f) Successful completion of the required workbook exercises (and lab manual and audio recordings) for all five lessons. Online students are required to make Spanish audio recordings for each of the chapters according to WebCT directions.

Quizzes & Tests: Students are required to take quizzes, tests and exams at designated times and dates. All electronic assignments must be submitted by the due dates. Late submissions will not be accepted.

Exams: Students will be taking midterm and final exams according to the official university dates and times. Students will bring the completed workbook (lab manual and audio recordings) exercises for the final chapter to the test.

VII) Attendance Policy

Attendance for all classes is mandatory at Prairie View A&M University. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's participation grade being reduced or in assignment of a grade of F. Absences are accumulated beginning with the first day of class.

VIII. Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the course instructor. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.
VIII. ADA Statement

Students with disabilities who believe they may need an adjustment in this class are encouraged to contact the Office of Disabilities Services at 936.857.2693 (2694) as soon as possible. Once student receives a letter of adjustment from the office, kindly make an appointment with course instructor to discuss appropriate adjustments for this class.

IX. Definition of Cheating and Plagiarism

Prairie View A&M University is dedicated to a high standard of academic integrity among its faculty and students. In becoming part of the Prairie View A&M University academic community, students are responsible for honesty and independent effort. Disciplinary action will be taken against any student who alone or with others engages in any act of academic fraud or deceit. Examples of specific acts that constitute cheating or plagiarism in Spanish 1013:

- Copying work of other student(s) during written quizzes, texts, and exams.
- Obtaining and using textual or digital information or results and using them as one's own.

X. Department-Specific Information: the Department of Languages and Communications follows University and College guidelines and regulations.

XI. Course Outline:

This is a first-semester foreign language course. As such, there are no prerequisite skills and knowledge for this course. Class will cover material in lessons Ante Todo through Chapter 4 in Puntos de Partida (7th edition), and the accompanying workbook. Please see Calendar and Course Content for weekly assignments.

XII. Student Responsibilities

The student is expected to be fully knowledgeable of contents of this syllabus, and his/her rights and responsibilities as a student of this University, as stated in the University Catalog, and corresponding pages of the Class Schedule.

XIII. Grade of I (Incomplete)

A grade of I may be given in cases of documented emergencies or tragedies that prohibit a student from completing the course. In order to receive a grade of I, approval must be given by the Department Head. Normally, an I is given when the student is passing the course and is unable to take the final exam for reasons out of the student's control.

X. University Calendar dates: See official calendar each semester for:

- Last date to apply for graduation:
- Last date to pay at least 50% of tuition & fees
Last date to withdraw from classes with automatic “W”:

XI. Misc. information

- Extra Credit: There are no provisions for extra credit in this course. Students with an average of 90% or more are encouraged to ask for additional learning opportunities, but performance on these will not be graded.
- Bonus and Class curves: Individual instructors may give bonus points or curve class grades higher on particular evaluations.
- Tutors: Students who require tutoring in Spanish are encouraged to check the Spanish tutor schedule on the 2nd floor of the John B. Coleman Library.
- Testing Out: Students who feel that they have already learned material that is covered in this class may take the nationally standardized CLEP test for course credit. Please contact the Coordinator of Foreign Languages (Dr. Sullivan) for details.

XI. Attachments:

- Course Calendar with assignments, tests, & exam dates.
- Additional information for greater a degree of success in this class.