DMACC DES MOINES AREA COMMUNITY COLLEGE http://www.dmacc.edu **Boone Campus**	**Syllabus** **Academic Standards Commission**

Instructor Information			
Name	Stacy Amling	E-mail	slamling@dmacc.edu
Office Phone	(515) 433-5089	Office location	Boone, #202
Office hours	M, W; 12:00-1:30 (Boone); 4:30-5:00 M, W (Hunziker Center) or by appointment		

Course Information			
Course title	Elementary Spanish I – SUMMER 2009		
Course number	FLS 151	Credits	5
Section number	BA	CRN number	32057
Days & Time	M, T, W, TH 10:10-11:55	Location	BN, 156
Course description	"Designed for students who do not have previous knowledge of Spanish, this course develops the four basic language skills of listening, speaking, reading, and writing. It includes a balance of the following: grammatical analysis, classroom conversation practice, communicative activities, and study of some cultural aspects of the Hispanic world." (We will study episodios 1-15 of the textbook.)		
Prerequisites	none		
Course competencies	http://www.dmacc.edu/competencies/		

Important Dates	
Midterm	Wednesday, July 1st (oral midterm; no written exam)
Last Day to Drop	Wednesday, July 8th
Final	**Tuesday, August 4th – 10:15 am -- 12:15 pm**

Textbooks & Materials	
Required textbooks	*Invitaciones: Primera Parte (red, spiral-bound book)*
Required materials	*Invitaciones* Ancillary Materials
Recommended materials	Spanish verb book (such as *501 Spanish Verbs*, by Christopher Kendris) *English Grammar for Students of Spanish;* **Spanish-English dictionary**

Course Policies	
Attendance & Participation	Participation is required and graded. To participate, you must attend—there is no substitute. You are also expected to take an active role in classroom activities in order to receive full points—choosing to do other work during class or to not complete activities with your partner will lower your participation grade. Absences, excessive tardiness (of more that 10 minutes), or early departures will affect your participation grade.
Academic dishonesty	You are expected to complete your own work or to credit any sources used when appropriate. If you are suspected of cheating on an exam or quiz, you will be given a zero for it and no retake will be allowed. Anyone suspected of academic dishonesty will be turned over for full college reprimand. "See DMACC Educational Services Procedures ES 262 VII. A. and B for information on plagiarism, cheating, information about appeals procedures or reference publication that addresses this information in detail."
Cell phone use	In accordance with DMACC policy, please refrain from using your cell phone during class. Please ensure that the ringer is off (or at least on vibrate) during class. Cell phone use (for calls, texting, etc.) during class **will** affect your participation grade. If you have an emergency situation for which you need to keep your cell phone on during class, please inform me at the beginning of class.
Classroom conduct	You, as a DMACC student, are expected to be aware of student conduct that is subject to sanctions as stated in the DMACC Student Handbook and to exhibit proper behavior at all times. "Unacceptable behavior includes, but is not limited to, verbal abuse, profanity, public disturbance, fighting, destruction of property or interference with class, and computer misuse. You are also expected to act in a manner that does not cause concern for the health and safety of yourself or others." *Please help to maintain a comfortable classroom environment through your actions.*

Grading criteria	Your grade will be calculated on the basis of the following weighted categories:				
	Episode quizzes-35%		14 total; 4 lowest will be dropped		
	Workbook & other homework-25%				
	Participation-25% (includes oral midterm)		5 pts per class		
	Final exam: Written-10%; Oral 5%		Written: 100 pts & Oral: 50 pts (cumulative)		
Grading scale	The following grading scale will be used to assign grades for the course:				
	93-100% A	87-89% B+	77-79% C+	67-69% D+	Below 60% F
	90-92% A-	83-86% B	73-76% C	63-66% D	
		80-82% B-	70-72% C-	60-62% D-	
Explanation of Assignments	**<u>QUIZZES:</u>** There will be **14 quizzes**, one after each episode except for 15 (it will be included in the final). The **four (4)** lowest quizzes will be dropped and **10** of them will count toward your final grade. Due to this policy, no make-up quizzes will be allowed. **<u>FINAL EXAMS:</u>** The **Oral Final Exam** will be a 10-minute interview that you and a partner will do with me. It is scheduled for **Thursday, July 31st** during class time, but you will sign up for time slots closer to the end of the semester. Additional information will be provided as the semester progresses. The **Written Final Exam** is comprehensive. It will include material from episodes 1-15. It is scheduled for **Tuesday, August 4th from 10:15 am to 12:15 pm**. **<u>CLASS PARTICIPATION (& ATTENDANCE):</u> Class participation** includes being prepared, volunteering, paying attention, asking for help when you need it, and being a positive member of class. Students will receive **up to 10 points per class period** for attending AND participating. You are allowed **four (4)** absences without penalty during the semester. After that, absences will result in loss of participation points. You can ensure the best participation grade (and gain the most from class!) possible for yourself by staying involved with the class, participating in class discussions, asking *appropriate* questions, and doing all the activities in class, even if you feel that your Spanish is not as good as that of others. ***As such, excessive absences will adversely affect your ability to participate, and in turn, the participation portion of your grade.*** **<u>WORKBOOK & OTHER HOMEWORK:</u>** Your workbook pages are bound into the worktext with the rest of your book. As such, the assigned **Workbook** pages for each episode will be reviewed on the day of that quiz, and you will receive credit for the completed pages If you are absent on the day of the quiz, you will need to make arrangements before the quiz date or NO LATER THAN one class period after the quiz, unless other arrangements are made ahead of time with me, in order to get credit for your completed workbook pages. There may be other graded homework, videos, pop quizzes, etc., throughout the course that are not listed on the syllabus.				
Missed quizzes	Due to the fact that **four (4) quizzes** do not count toward your final grade, no make-up quizzes will be allowed. If you are absent on a quiz day, you can count it as a dropped quiz.				
Late assignments	In general, late daily work assignments will not be accepted. However, if you need to be absent on the day of a quiz, you may arrange with me IN ADVANCE to receive credit for workbook pages. You should plan to do this before the quiz date or NO LATER THAN one class period after the quiz, unless we make special arrangements.				
Extra credit	There will be bonus points offered throughout the semester.				
Study Expectations	Language learning is a cumulative process that requires effort and preparation. Much of the learning must take place outside of the classroom and in addition to class time. **This means that you need to plan to spend 1-2 hours outside of class time for every hour of class.** Language learning is yet another part of life from which you get back what you put into it. There is a great deal of information that you will need to memorize this semester. It is crucial for your success as a language learner that you come prepared to class by studying the materials in advance, doing the workbook pages as we go along, and participating actively in class.				

Weather policy	"Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC's goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they must postpone or cancel a specific class due to weather or illness." If class is canceled due to inclement weather or because I am otherwise unable to attend class, you will be contacted by email at your DMACC account with as much notice as possible.

DMACC Information Web Sites	
DMACC home page	http://www.dmacc.edu/
Admissions & registration	http://www.dmacc.edu/potienti.asp
Cellular phone use statement	http://www.dmacc.edu/student_services/cellphone.asp
Stacy's homepage (with practice activities, syllabi, competencies, etc.)	**http://www.dmacc.edu/Instructors/slamling**
Student handbook	http://www.dmacc.edu/handbook/welcome.asp
Add/drop dates	http://www.dmacc.edu/registration/add_drop.asp
Refund policy	http://www.dmacc.edu/refund.asp

Support Services	
Accommodations	"It is the policy of DMACC to accommodate students with disabilities. Any student with a documented disability who requires reasonable accommodation or information about services for students with disabilities should contact counselor Pamela Parker at Ankeny campus for an Application for Accommodation.(515-964-6850 or pjparker@dmacc.edu)." http://www.dmacc.edu/student_services/disabilities.asp
Academic Advising	http://www.dmacc.edu/counseling/academiccounseling.asp
Free tutoring	Spanish language tutors are available free of charge to DMACC students. The Boone AAC will also arrange Spanish peer tutors upon request (subject to availability). Another resource available to assist you is www.smarthinking.com, which can be accessed through DMACC's web page (http://www.dmacc.edu/student_services/tutoring.asp), and from this link you will need to type in your DMACC username and email password to gain access.
Library	http://www.dmacc.edu/boone/libhome.asp Located on the first floor (Summer hours may vary) • Monday – Thursday 7:30 am to 9:00 pm • Friday 7:30 am to 4:00 pm
Academic Achievement Center	Provides tutoring services, testing center, help for students in college classes, Developmental Classes staffed by AAC personnel, ABE/GED Program, High School Diploma Program, Enrichment classes, and Pre-admissions classes 515-432-5096 or 1-800-362-2127; Room **102** • Monday – Thursday 8:00 am to 8:00 pm • Friday - 8:00 am to 3:00 pm
Computer labs	http://www.dmacc.edu/helpdesk/pc_labs.htm

Disclaimer
"This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me."
Nondiscrimination Policy
"Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedures. Complaint forms may be obtained from the DMACC Web site, the Ombudsperson, Judicial Officer, Human Resources Department, the campus Provost's Offices, and Academic Deans' Offices. Students who wish additional information or assistance may contact the **Executive Dean, Student Services, Laurie Wolf,** Building 1, 515-964-6437 or the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1, 515-964-6301 or they may refer to Student Services procedure 4645 located on the DMACC Intranet at http://my.dmacc.edu/procs.aspx. Go to Policies & Procedures and choose Student Services Procedures. Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at http://www.dmacc.edu/hr/hrpp.asp . For requests for accommodations, the **Accommodation/Section 504/ADA Coordinator, Sharon Bittner**, can be contacted at 515-964-6857. Students with requests for accommodations should refer to the Student Services procedure 4610 located on the DMACC Intranet at http://my.dmacc.edu/default.aspx . Go to Policies & Procedures and choose Student Services Procedures."

DMACC EMAIL ACCOUNT:

Every student who is enrolled in a DMACC course has a DMACC email. Do you know what yours is? If not, you will need to find it because I expect you to access your DMACC account each week for important messages and updates. To find out your DMACC ID & default PIN, go to www.dmacc.edu/helpdesk (or ask me).

To forward your DMACC email to another account:

Go to: http://www.dmacc.edu/helpdesk/outlook2003.pdf

At this site you will look about halfway down the page at the **3rd** section that looks like this:

3. Forward your DMACC e-mail	You can forward your DMACC e-mail to another e-mail account (i.e. Hotmail, Yahoo, Gmail, etc.) • **Click here for instructions if you are on campus** and want to forward your DMACC e-mail ⌦ You can also click here for a short movie on how to Forward your DMACC e-mail to another account from on campus • Click here for instructions if you are **off campus** and want to forward your DMACC e-mail

Follow the appropriate link to create a rule to forward your DMACC email messages to your preferred account. If you have additional questions, please ask me!! ☺

All dates are tentative and subject to change with notice. Please note: written homework is graded on quiz days but these page numbers are provided as an indication of what material will be covered in each class.

Course Schedule			
Date		**In Class**	**Assignment (Due the following class)**
Week 1:	Wednesday, 5/27	Intro to class, Begin Ep 1	*ESCRIBIR:* Cuaderno de Tareas pgs. 21-22
	Thursday, 5/28		*ESCRIBIR:* Cuaderno de Tareas pgs.23-24; SKIP pg. 25
Week 2:	Monday, 6/1		*ESCRIBIR:* Cuaderno de Tareas pgs.26-29 Prepare for Prueba Episodio 1
	Tuesday, 6/2	Prueba Ep 1 (QUIZ)	***MIRAR:* Episodio 2 / ESCRIBIR: pgs. 31 & 51** *ESCRIBIR:* Cuaderno de Tareas pgs. 52-53
	Wednesday, 6/3		*ESCRIBIR:* Cuaderno de Tareas pgs. 54-57 Prepare for Prueba Episodio 2 ***MIRAR:* Episodio 3 / *ESCRIBIR:* pgs. 59 & 73**
	Thursday, 6/4	Prueba Ep 2 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 74-76
Week 3:	Monday, 6/8		*ESCRIBIR:* Cuaderno de Tareas pgs. 78-79 Prepare for Prueba Episodio 3 ***MIRAR:* Episodio 4 / *ESCRIBIR:* pgs. 81 & 101**
	Tuesday, 6/9	Prueba Ep 3	*ESCRIBIR:* Cuaderno de Tareas pgs. 102-104 (SKIP Actividad N)
	Wednesday, 6/10		*ESCRIBIR:* Cuaderno de Tareas pgs. 105-107 ***ESCRIBIR: pg. 97 (on a separate sheet) DUE 6/16*** Prepare for Prueba Episodio 4 ***MIRAR:* Episodio 5 / *ESCRIBIR:* pgs. 109 & 123**
	Thursday, 6/11	Prueba Ep 4 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 124-125
Week 4:	Monday, 6/15		*ESCRIBIR:* Cuaderno de Tareas pgs. 126-129 Prepare for Prueba Episodio 5 ***MIRAR:* Episodio 6 / *ESCRIBIR:* pgs. 131 & 147**
	Tuesday, 6/16	Prueba Ep 5 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 148-149
	Wednesday, 6/17		*ESCRIBIR:* Cuaderno de Tareas pgs. 150-151
	Thursday, 6/18		*ESCRIBIR:* Cuaderno de Tareas pgs. 152-153 Prepare for Prueba Episodio 6 ***MIRAR:* Episodio 7 / *ESCRIBIR:* pg. 155 & 171**
Week 5:	Monday, 6/22	Prueba Ep 6 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 172-173
	Tuesday, 6/23		*ESCRIBIR:* Cuaderno de Tareas pgs. 174-175
	Wednesday, 6/24		*ESCRIBIR:* Cuaderno de Tareas pgs. 175-177 Prepare for Prueba Episodio 7 ***MIRAR:* Episodio 8 / *ESCRIBIR:* pgs. 179 & 197**
	Thursday, 6/25	Prueba Ep 7 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 198-200
Week 6:	Monday, 6/29		*ESCRIBIR:* Cuaderno de Tareas pgs. 201-205 Prepare for Prueba Episodio 8 ***MIRAR:* Episodio 9 / *ESCRIBIR:* pgs. 207 & 227**
	Tuesday, 6/30	Prueba Ep 8 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 228-229; SKIP pg. 231
	Wednesday, 7/1	**Oral Midterm**	*ESCRIBIR:* Cuaderno de Tareas pgs. 230; 232
	Thursday, 7/2		*ESCRIBIR:* Cuaderno de Tareas pgs. 233 Prepare for Prueba Episodio 9 ***MIRAR:* Episodio 10 / *ESCRIBIR:* pgs. 235 & 251**

Week 7:	Monday, 7/6	Prueba Ep 9 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 252-254
	Tuesday, 7/7		*ESCRIBIR:* Cuaderno de Tareas pgs. 255-257 (SKIP Act. L & M); Prepare for Prueba Episodio 10 ***MIRAR:* Episodio 11 / *ESCRIBIR:* pgs. 259 & 277**
	Wednesday, 7/8	Prueba Ep 10 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 278-279 ***ESCRIBIR: pg. 248 La Correspondencia (on a separate sheet) DUE 7/14***
	Thursday, 7/9		*ESCRIBIR:* Cuaderno de Tareas pgs. 280-281
Week 8:	Monday, 7/13		*ESCRIBIR:* Cuaderno de Tareas pgs. 285 Prepare for Prueba Episodio 11 ***MIRAR:* Episodio 12 / *ESCRIBIR:* pgs. 287 & 311**
	Tuesday, 7/14	Prueba Ep 11 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 312-313
	Wednesday, 7/15		*ESCRIBIR:* Cuaderno de Tareas pgs.314-315, 317 Prepare for Prueba Episodio 12 ***MIRAR:* Episodio 13 / *ESCRIBIR:* pgs. 319 & 337**
	Thursday, 7/16	Prueba Ep 12 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 338-339
Week 9:	Monday, 7/20		*ESCRIBIR:* Cuaderno de Tareas pgs. 340-341
	Tuesday, 7/21		*ESCRIBIR:* Cuaderno de Tareas pgs.342-343, 345 Prepare for Prueba Episodio 13 ***MIRAR:* Episodio 14 / *ESCRIBIR:* pgs. 347 & 361**
	Wednesday, 7/22	PRUEBA Ep 13 (QUIZ)	*ESCRIBIR:* Cuaderno de Tareas pgs. 362-364
	Thursday, 7/23		*ESCRIBIR:* Cuaderno de Tareas pgs. 365-368 Prepare for Prueba Episodio 14 ***MIRAR:* Episodio 15 / *ESCRIBIR:* pgs. 371 & 389**
Week 10:	Monday, 7/27	Prueba Episodio 14 (QUIZ)	Prepare for Oral Interview/Final Exam
	Tuesday, 7/28		Prepare for Oral Interview/Final Exam
	Wednesday, 7/29		Prepare for Oral Interview/Final Exam
	Thursday, 7/30	Oral interviews (to be arranged)	
Week 11:	Tuesday, 8/4	WRITTEN COMPREHENSIVE FINAL EXAM 10:15 am – 12:15 pm	

Throughout the semester, we are going to continually work to use more and more Spanish in class. One way that you can do this is to begin practicing these basic phrases (or others). Many of these may also be useful when interacting in social situations outside of the class.

Useful Spanish Phrases

I (don't) understand– (No) *Entiendo.*

Can you help me (with ____)? -- *¿Me puedes ayudar (con _____)?*

Please repeat. – *Repite, por favor. / Otra vez, por favor.*

Speak more slowly, please. – *Hable más despacio, por favor.*

On which page? -- *¿En qué página?*

Excuse me – *Perdón* (I'm sorry). / *Con permiso.* (to pass someone)

I have a question – *Tengo una pregunta*.

How do you say ____ in English/in Spanish? -- *¿Cómo se dice _____ en inglés/ español?*

How do you spell _____ ? -- *¿Cómo se escribe _____ ?*

What does _____ mean?-- *¿Qué quiere decir _____? / ¿Qué significa __?*

Can I . . . get a drink? --- *¿Puedo . . . . tomar agua?*
go to the bathroom *usar el baño / usar los servicios?*

I need to . . . leave early. --- *Necesito . . . salir temprano de la clase..*
arrive late. llegar tarde a la clase.

Question words:

Who- ¿Quién(es)?
What--¿Qué?
Which--¿Cuál?
When--¿Cuándo?
Where--¿Dónde?
To where --¿A dónde?
From where -- ¿De dónde?
How--¿Cómo?
How much--¿Cuanto/a?
How many--¿Cuantos/as?