

Instructor Information			
Name	Stacy Amling	E-mail	slamling@dmacc.edu (best way to reach me)
Office	(515) 433-5089	Office	Boone, #202
Phone	(800) 362-2127 x 3 (5089)	location	
Office hrs	Monday, Wednesday 12:00-1:30 (Boone), M/W 4:30-5:00 (Hunziker) or by appointment		
Course Information			
Course title	Elementary Spanish II – Summer 2009		
Course number	FLS 152	Credits	5
Section number	AM1	CRN number	32064
Days & Time	M, W 5:00-8:45 pm	Location	Hunziker, #216
Course description	“Emphasis is on the understanding and production of oral and written Spanish presented in culturally appropriate settings. The language learned is based on themes of everyday life. Students will be asked to engage in more complex conversations using the themes presented in the curriculum. Speech will be monitored for pronunciation and accent and much class time is devoted to practicing speech. Students will also be expected to use the software accompanying the text to hone listening and speaking skills.” (We will study episodios 16-30 of the worktext.)		
Prerequisites	FLS 151 (formerly FLS 141 or SPAN 101) or permission of instructor		
Course competencies	http://www.dmacc.edu/competencies/		
Important Dates			
Midterm	Wednesday, July 1 st (no written exam; oral midterm—Monday, June 29 th !)		
Last Day to Drop	Wednesday, July 8 th		
Final	Monday, August 3 rd 5:00-7:15 pm		
Textbooks & Materials			
Required textbooks	<i>Invitaciones: Segunda Parte</i> (blue)		
Required materials	<i>Invitaciones Ancillary Materials</i>		
Recommended materials	Spanish verb book (such as <i>501 Spanish Verbs</i> , by Christopher Kendris) <i>English Grammar for Students of Spanish</i>		
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. Please note that absences and tardiness/early departures (of more than 10 minutes) 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 a quiz, exam or assignment, you will be given a zero for it and no retake will be allowed. Additional consequences may include failing the course and have a report placed in your DMACC file. “See DMACC Educational Services Procedures ES 4670 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 and this includes texting, etc. Please ensure that the ringer is off during class. Cell phone use during class will affect your participation grade. NOTE: If you have a work or personal emergency for which you need to keep your cell phone on (vibrate), please notify me in advance. If you do need to take a call during class time, please step into the hallway as a courtesy to your classmates.		

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 and by treating others with respect. <i>Failure to do so will also affect your participation grade.</i>				
Email use	You are expected to access your DMACC email on a regular basis (at minimum twice a week). Important information such as class announcements, reminders, and weather updates will be sent to that account during the semester. See me if you have difficulty accessing it, or if you would like additional information on how to forward your DMACC email to another email address.				
Grading criteria	Your grade will be calculated on the basis of the following weighted categories:				
	Episode quizzes-35%		9 total; 3 lowest will be dropped		
	Workbook & other homework-30%				
	Participation-20%		10 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 grading components	<p>QUIZZES: There will be 9 quizzes, covering the 14 episodes (16-29), as ep 30 is review. The two (2) lowest quizzes will be dropped and 7 of them will count toward your final grade. Due to this policy, no make-up quizzes will be allowed.</p> <p>FINAL EXAM: The Written Final Exam is comprehensive. It will include material from episodes 16-30. It is scheduled for Monday, August 3rd from 5:00 to 7:15 pm. The Oral Final Exam will be a 10-minute interview that you (and a partner) will do with me. It will be scheduled closer to the end of the semester and additional information will be provided as the time gets closer. We will do a practice Oral Interview at mid-term, which will be included in your participation grade.</p> <p>WORKBOOK & OTHER HOMEWORK: Your workbook pages are bound into the worktext with the rest of your book. As part of the homework activities, you are expected to complete the assigned black and white pages in the workbook portion of the worktext, as well as certain reading assignments from the colored pages at the end of the chapter. The assigned pages for each episode will be reviewed in class on the day of that quiz, and you will receive credit for the completed pages. If you are absent on the day of a quiz, you will need to make arrangements with me IN ADVANCE in order to get credit for your completed workbook pages.</p> <p>Also in the CORRESPONDENCIA section, you will find the instructions for the two assigned writing assignments. Those need to be neatly written (or typed) on a separate sheet of paper and turned in as indicated. If you are not in class on the day they are assigned and want credit, please email them to me by the due date.</p> <p>PLEASE NOTE: There will be other graded homework, video assignments, pop quizzes, etc., throughout the course. For the most part, these will be unannounced and cannot be made up.</p>				

Explanation of grading components, continued	<p><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. In FLS 152, this includes using AS MUCH SPANISH AS POSSIBLE (see the back flap of the worktext for useful phrases). You are allowed two (2) absences without penalty per semester. An absence is defined as not attending class or by arriving more than 15 minutes after the start time, although you may still attend without receiving participation points. After five (5) absences, your final grade will be lowered by 1% per additional absence. This policy is regardless of the reason for absence. The only exceptions to this policy are for the observance of religious holy days or for participation in official college-sponsored events (documentation must be provided for the latter).</p> <p>Students will receive up 15 points per class period for attending (with materials!) AND participating. 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 <i>appropriate</i> questions, and doing all the activities in class, even if you feel that your Spanish is not as good as that of others.</p> <p>Participation will be graded as follows:</p> <table border="1" data-bbox="386 730 1419 1083"> <thead> <tr> <th data-bbox="386 730 570 772"></th> <th data-bbox="570 730 1419 772">Descriptor</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 772 570 842">13-15</td> <td data-bbox="570 772 1419 842">Excellent participation: prepared with materials, on task, participates well in discussions & activities without being reminded.</td> </tr> <tr> <td data-bbox="386 842 570 905">11-12</td> <td data-bbox="570 842 1419 905">Notable participation: on task, mostly participates in discussions & activities; perhaps lacks materials or leaves early</td> </tr> <tr> <td data-bbox="386 905 570 957">9-10</td> <td data-bbox="570 905 1419 957">Acceptable participation: mostly on task, needs reminder to complete activities, DOES NOT ATTEMPT TO SPEAK SPANISH or lacks materials</td> </tr> <tr> <td data-bbox="386 957 570 1010">4-8</td> <td data-bbox="570 957 1419 1010">Less than adequate participation or half absence; mostly on task; needs frequent reminders to complete activities</td> </tr> <tr> <td data-bbox="386 1010 570 1041">1-3</td> <td data-bbox="570 1010 1419 1041">Very limited participation; frequently off task; more than half absent</td> </tr> <tr> <td data-bbox="386 1041 570 1083">0</td> <td data-bbox="570 1041 1419 1083">Absent</td> </tr> </tbody> </table>		Descriptor	13-15	Excellent participation: prepared with materials, on task, participates well in discussions & activities without being reminded.	11-12	Notable participation: on task, mostly participates in discussions & activities; perhaps lacks materials or leaves early	9-10	Acceptable participation: mostly on task, needs reminder to complete activities, DOES NOT ATTEMPT TO SPEAK SPANISH or lacks materials	4-8	Less than adequate participation or half absence; mostly on task; needs frequent reminders to complete activities	1-3	Very limited participation; frequently off task; more than half absent	0	Absent
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Missed quizzes	Due to the fact that two (2) quizzes do not count toward your final grade, no make-up quizzes will be given. If you need to be absent for whatever reason on a quiz day, that quiz will automatically be counted as one of your “dropped quizzes” or as a “0.”														
Late assignments	In general, late daily work assignments will not be accepted, but may be submitted in advance or via email prior to the due date. 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.														
Extra credit	There will be bonus points offered throughout the semester.														
Study Expectations	<p>Language learning is a cumulative process that requires effort and preparation. Much of the learning must take place <i>outside of the classroom and in addition to class time</i>. This means that you need to plan to spend at least 1-2 hours outside of class time for every hour of class.</p> <p>Language learning is yet another part of life from which you get back what you put into it. You cannot generally “cram” for this course, but should plan to study on a regular basis for shorter periods of time. There is a great deal of information that you will need to memorize this semester.</p> <p>It is crucial for your success as a language learner that you come prepared to class by reviewing the materials in advance; use the online activities, complete the workbook pages in advance, and that you participate actively in class.</p>														

Weather policy	<p>“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.” DMACC will generally make it determination by 3:00 PM as to whether classes are to be canceled or started late. You may consult the College Closing Info link from the DMACC homepage (http://www.dmacc.edu/departments/physicalplant/closinginfo.asp) or call (515) 432-7203 for information.</p> <p>Please be safe. You must make your own decision as to whether it is safe for you, based on weather and road conditions, to attend class. However, you will be responsible for information you miss if class is held on a day that you miss.</p> <p><u>If class is canceled due to inclement weather or I am otherwise unable to attend class, you will be contacted by email at your DMACC account with as much notice as possible.</u></p>
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DMACC Information Web Sites	
DMACC home page	http://www.dmacc.edu/
Stacy’s webpage (with activities, syllabi, competencies, etc.)	http://www.dmacc.edu/instructors/slamlng
Admissions & registration	http://www.dmacc.edu/potenti.asp
Cellular phone use statement	http://www.dmacc.edu/student_services/cellphone.asp
WebCT	http://webct.dmacc.edu/webct/public/home.pl
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

DMACC EMAIL ACCOUNT:

Every student who is enrolled in a DMACC course has a DMACC email. Do you know what yours is? 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:

<p>3. Forward your DMACC e-mail</p>	<p>You can forward your DMACC e-mail to another e-mail account (i.e. Hotmail, Yahoo, Gmail, etc.)</p> <ul style="list-style-type: none"> • 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
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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!! ☺

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
Services for students with disabilities	Contact the special needs coordinator at 515-964-6850 voice or 515-964-6810 TTY or contact the associate dean on the Boone campus at 515-433-5025 for an Application for Accommodation.
Academic Advising	http://www.dmacc.edu/counseling/academiccounseling.asp
Free tutoring	Spanish language tutors are available free of charge to DMACC students. (subject to availability) On the Boone campus, the AAC is in Rm 102, ph. (515-432-5096) or send an email to tutor@dmacc.edu . 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 set up your own account.
Library	http://www.dmacc.edu/boone/libhome.asp Located on the first floor (Summer hours may vary) <ul style="list-style-type: none"> • 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 On the Boone Campus, Room 102 (Summer hours may vary) <ul style="list-style-type: none"> • 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 There are now two open computers at the Hunziker Center for student use. Students may want to try to Ames Public Library or visit one of DMACC’s campuses. Computer lab adjacent to the Library on the first floor (on Boone Campus) <ul style="list-style-type: none"> • Monday – Thursday 7:30 am to 9:00 pm • Friday - 7:30 am to 4:00 pm
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.”

COURSE SCHEDULE

All dates are tentative and subject to change with notice. Please note: Written homework is graded in class on quiz days, but these page numbers are provided so that you have an idea of what material will be covered in each class. Video activities are assigned for the following class meeting.

Course Schedule			
Date		In Class	Assignment
Week 1:	Wednesday, 5/27	Intro to class/syllabus, Ep 16	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 23-29; 31(only S)-33 <i>SKIP</i> 30 O & P, 31 Q & R <i>MIRAR</i> : Episodio 17 / <i>ESCRIBIR</i> : pgs. 35 & 53
Week 2:	Monday, 6/1		<i>ESCRIBIR</i> : Cuaderno de Tareas pgs.54-57 G, 59; <i>SKIP</i> pgs. 57 H & 58 Prepare for Prueba Episodio 16/17 <i>MIRAR</i> : Episodio 18 / <i>ESCRIBIR</i> : pg. 61 & 83
	Wednesday, 6/3	Prueba Ep 16/17 (QUIZ) WKBK DUE	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 84-93 <i>MIRAR</i> : Episodio 19 / <i>ESCRIBIR</i> : pgs. 95 & 109
Week 3:	Monday, 6/8		<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 110-115 Prepare for Prueba Episodio 18/19 <i>ESCRIBIR (due 6/15): pg. 105-106 LA CORRESPONDENCIA (on separate sheet)</i> <i>MIRAR</i> : Episodio 20 / <i>ESCRIBIR</i> : pgs. 117 &131
	Wednesday, 6/10	Prueba Ep 18/19 (QUIZ) WKBK DUE	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 132-134 H & 137; <i>SKIP</i> 135 J - 136 <i>MIRAR</i> : Episodio 21 / <i>ESCRIBIR</i> : pgs. 139 &157
Week 4:	Monday, 6/15		<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 158-163 Prepare for Prueba Episodio 20/21 <i>MIRAR</i> : Episodio 22 / <i>ESCRIBIR</i> : pg. 165 & 185
	Wednesday, 6/17	Prueba Ep 20/21 (QUIZ) WKBK DUE	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 186-188

Week 5:	Monday, 6/22		<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 189-193 <i>SKIP</i> 192 L; Prepare for Prueba Episodio 22 <i>MIRAR</i> : Episodio 23 / <i>ESCRIBIR</i> : pgs. 195&211
	Wednesday, 6/24	Prueba Ep 22 (QUIZ) WKBK DUE	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 212-217 <i>MIRAR</i> : Episodio 24 / <i>ESCRIBIR</i> : pgs. 219&235
Week 6:	Monday, 6/29	<i>Midterm Oral Interview: Tentative Date</i>	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 236-241 Prepare for Prueba Episodio 23/24 <i>MIRAR</i> : Episodio 25 / <i>ESCRIBIR</i> : pgs. 243 &261
	Wednesday, 7/1	Prueba Ep 23/24 (QUIZ) WKBK DUE	<i>ESCRIBIR (due 7/8): pg. 256-258 (on a separate sheet) LA CORRESPONDENCIA</i> <i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 262-264
Week 7:	Monday, 7/6		<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 265, 267 <i>SKIP</i> 266; Prepare for Prueba Episodio 25 <i>MIRAR</i> : Episodio 26 / <i>ESCRIBIR</i> : pgs. 269&289
	Wednesday, 7/8	Prueba Ep 25 (QUIZ) WKBK DUE	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 290-292
Week 8:	Monday, 7/13		<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 293-295 Prepare for Prueba Episodio 26 <i>MIRAR</i> : Episodio 27 / <i>ESCRIBIR</i> : pgs. 297&311
	Wednesday, 7/15	Prueba Ep 26 (QUIZ) WKBK DUE	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 312-314G, 317; <i>SKIP</i> 314H-316 Prepare for Prueba Episodio 27 <i>MIRAR</i> : Episodio 28 / <i>ESCRIBIR</i> : pgs. 319&339
Week 9:	Monday, 7/20	Prueba Ep 27 (QUIZ)	<i>ESCRIBIR</i> : Cuaderno de Tareas pgs. 340-343, 345; <i>SKIP</i> 344 <i>MIRAR</i> : Episodio 29 / <i>ESCRIBIR</i> : pgs. 347 &363
	Wednesday, 7/22		<i>ESCRIBIR</i> : Cuaderno de Tareas pgs.364-366; 367-369; <i>SKIP</i> 366 Prepare for Prueba Episodio 28/29 <i>MIRAR</i> : Episodio 30 / <i>ESCRIBIR</i> : pgs. 371 &387
Week 10:	Monday, 7/28	Prueba Episodio 28/29 (QUIZ); WKBK DUE Review	<i>ESCRIBIR</i> : Review worksheet Prepare for Oral Interview
	Wednesday, 7/29	Review ORAL INTERVIEWS (during last portion of class)	Prepare for Final Exam
Week 11:	Monday, 8/3	COMPREHENSIVE WRITTEN FINAL EXAM	5:00-7:15 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. – *Repíte, 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 / duda*.

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--*¿Cuánto/a?*

How many--*¿Cuántos/as?*