



Dual Enrollment 2020-2021 Academic Year

Spanish 101/102/201

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Course Materials: <http://moodlede.southeastern.edu>

Rental Textbook:	Dicho y Hecho (101 and 102)	En Tu Medio (201)
	Tenth Edition	First Edition
	Potowski, Sobral, Dawson	Solano, Isabelli, Martinez Mira

Spanish 101-102-201 are online courses with all content delivered online through MoodleDE OR face-to-face by Southeastern faculty. The high school teacher will serve as the course facilitator by offering supplemental instruction.

Student Learning Outcomes: After the completion of this course, students will be able to:

1. Express the main idea in short conversations related to daily situations and real life.
2. Ask and answer questions in the different tenses involved (Present, Preterite, Imperfect, Present Progressive; and moods, indicative and Subjunctive). To participate in simple conversations related to real life using the grammar and pronunciation skills.
3. Complete forms, write paragraphs, notes, and short compositions with correct grammar, vocabulary, punctuation, and spelling related with familiar topics of interest.
4. Summarize the main idea and some of the supporting details on edited material with everyday topics.
5. Recognize and discuss the basic cultural differences of the Spanish-speaking world to better interact with the native speakers of the language.

EVALUATION

<u>Chapter Tests</u>	30%
<u>Final exam</u>	15%
<u>Quizzes **</u>	20%
<u>WileyPlus assignments</u>	15%
<u>Oral Assessments</u>	20%

Exams: 45%

Exams are cumulative. There will be four chapter exams (specific dates for exams are in the class calendar). Each exam will have sections on listening comprehension, grammar and vocabulary, reading and culture, and composition. Compositions will emphasize the vocabulary and grammar structures that you have been studying most recently, but will also incorporate everything that you have learned so far. **Make-ups for exams ONLY if you have an excused absence.** The student must bring the excuse to the instructor before the date of the make-up exam. In these instances only you will be able to take the make-up test on the specific date assigned by the Department of World Languages. No other excuses, albeit very good ones (sick at home, headaches, transmission falls out of the car onto the road...etc.) will be honored.

Material to be covered on exams: Please see Scope and sequence for each chapter.

Chapter Exams

- 1 exam per chapter worth a total of 100 points
 - Exam 1 – First Chapter (10%)
 - Exam 2 – Midterm – Covers only the second chapter’s material (10%)
 - Exam 3 – Third Chapter (10%)
 - Exam 4 – Final Exam – will be cumulative but heavier on the final chapter’s material (a 75:25 percent ratio) (15%)

Quizzes: 20%

There are 4 quizzes during the semester, one per chapter. They are worth 25 points each. Quizzes focus on specific points covered in the first half of each chapter. Duration of each quiz will not exceed 30 minutes. **NO MAKE-UPS WILL BE GIVEN FOR A MISSED QUIZ.** However, the lowest quiz grade will be dropped at the end of the semester.

Homework Assignments: (15%)

There are eight homework assignments, two for each chapter. Each chapter's homework is worth 100 points. Late submissions are not accepted. Assignments are available via MoodleDE using the textbook’s online platform (WileyPlus).

Oral presentations: (20%)

There is one oral assessment at the end of each chapter. They emphasize the vocabulary and grammar structures that have been studied most recently, but should incorporate everything learned so far, stressing the use of the tense(s) involved. These oral assessments will be done via WileyPlus. Oral assessments are worth 50 points each one. They must be ready by the due date on the schedule with NO exceptions. **These are speaking exercises. NO READING**

Grade scale: [90-100% = A] [80-89% = B] [70-79% = C] [60-69% = D] [<60% = F] Grades will be posted on MoodleDE at the completion of the unit. The Instructor of Record will report final grades in LeoNet.

Make-Ups: There will be no individual make-up exams given to students without a valid excuse. Students that possess a valid medical excuse or school excuse may be allowed to take a make-up exam (alternative assessment methods may be used at my discretion). **Make-ups will only be allowed within 1 week of the excused absence.** There will be **no make-ups for in class work**

and no extensions for outside class assignments without valid excuses or prior consent of the instructor. (You get to drop your lowest quiz!).

PLEASE READ THIS! IT IS EXTREMELY IMPORTANT!!

Academic Dishonesty: Schools agree that the first incident of academic dishonesty in any course by any student in any manner will result in a **grade of 0** on the assessment in question. The second incident will result in the student failing the Southeastern portion of the course. Southeastern's Academic Dishonesty Policy:

Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, use of online translators, communication with fellow students during an examination, attempting to benefit from the work of another student, and similar behavior that defeats the intent of an examination or other class work. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission, are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalogue of Southeastern Louisiana University.

http://www.southeastern.edu/resources/policies/policy_detail/acad_integrity.html

TECHNOLOGY EXPECTATIONS

Students are expected to know how to navigate the Internet and how to download, rename, manage, and submit files in Southeastern's Moodle platform. Students are also expected to know how to work in multiple windows using MS Word, Adobe Reader, PowerPoint, RealPlayer, and WileyPlus. Students using their own computers are responsible for updating their software to meet compatibility requirements. It is imperative that you have a camera and voice recorder. Please review the online link "Technology Requirements" in the first Unit in Moodle (titled, "Start Here") and follow the instructions for updates. Chrome is the recommended browser for this course.

Attendance:

This is considered a distance education course which is conducted 100% online. Students are required to "attend" this class by accessing the online Moodle site regularly to complete all course materials. You should check the website and your University email at least once a day to read Moodle announcements, and to check updates/deadlines/complete assignments. The instructor may impose point penalties for non-attempted materials online. Students should refer to the University policy on attendance as stated in the current SLU catalogue.

http://www.southeastern.edu/resources/catalogue/2020_2021/index.html

It is your responsibility to complete and file drop forms with your high school course coordinator if you wish to withdraw from the class. The last day to withdraw from class for Fall semester classes is Friday, October 30th, 2020 and for Spring semester classes is March 26th, 2021.

Grade Appeals: Should a student have a concern about a final grade posted for a dual enrollment course, the Grade Appeals policy should be followed below. Please note that a student has 30 days to make a written appeal to the Southeastern Instructor of Record:

After a final course grade is recorded in the Records and Registration Office, a change of grade must be approved in sequence by the instructor of record, the instructor's department head, and the

academic dean of the College of Languages and Communication. In the event of a contested final course grade, a student's written appeal of the grade must be submitted to the instructor within **thirty (30)** calendar days of final grades for the term being due. The grade appeal should also be submitted to Dr. Jeffrey Temple, Assistant Vice President for Academic Programs. For more information about grade appeals, see http://www.southeastern.edu/resources/policies/policy_detail/instruction_practices.html

It is incumbent upon all students and parents to determine the **transferability** of Dual Enrollment courses to other institutions. For in-state institutions, Southeastern courses can be cross-referenced using the Statewide Articulation Matrix to determine transferability (<https://regents.la.gov/master-course-articulation>). Out-of-state institutions should be consulted to determine transferability.

NETIQUETTE

Netiquette: short for **network etiquette** refers to rules of polite conduct when communicating online in email, discussion boards, or chat rooms.

- **Use formatting wisely**
TYPING IN ALL CAPITAL LETTERS IN AN EMAIL IS THE EQUIVALENT OF SHOUTING. Shouting at your readers will have the opposite effect you intend it to they are much more likely to skim over what you have to say or ignore you altogether. Use **bold** and *italics* sparingly to indicate urgency, otherwise, you dampen their visual impact. Consider surrounding words and phrases with *asterisks* as alternative means of providing emphasis.
- **Always sign your full name on all emails**
Instructors work with hundreds of students. To ensure a timely response to your email, identify yourself by your **full formal name** and your course when emailing your instructor.
- **Be professional, respectful, and thoughtful in all communication**
Southeastern considers online courses to be a professional environment, not a personal forum. Therefore, all students should communicate in a professional manner at all times and to keep course communications to the academic topic at hand. Conduct yourself professionally by disagreeing respectfully and tactfully and focusing on the message, not the messenger. Abusive, threatening, or prejudicial messages and public humiliation do not help to further professional inquiry.
- **Pay attention to spelling and grammar**
You will be judged by the quality of your writing. Therefore, whenever possible, you should lend emails and discussion posts the same attention to detail you would devote to any published work.
- **Read your message carefully before you send it**
Your communications online via email or in discussion groups are recorded and archived. Avoid making statements you wouldn't want to become public knowledge since anything you say online is easily forwarded and can come back to haunt you. Also know that it is rude to forward personal email without the original author's permission.
- **Keep your responses concise**

Edit out whatever isn't directly applicable in your response. While it is often helpful to provide some context for your reader by including the original email in your reply, you should avoid burying your response in layer after layer of previous correspondence.

- **Use the subject line.** Provide each email and threaded discussion post with a clear subject line so that recipients immediately know the point of your message.

TIPS FOR LEARNING A FOREIGN LANGUAGE

PRACTICE! PRACTICE! PRACTICE! The only way to learn a language is to use it. For the best performance in this class students need to understand their own learning styles! Language Acquisition is based on memorization and skill application. The way that one studies for a history test and a math test would be the methods needed to study for a foreign language test! Feel free to stop by my office to further discuss this! However, MOTIVATION is the biggest factor. If you want to learn Spanish, then you can!

Important dates for the semester:

See below the link to the DE google calendar:

http://www.southeastern.edu/future_students/dual_enrollment/calendar/index.html

Important Dates for SPANISH DE	Fall Semester 2020	Year-long 2020-2021	Spring Semester 2021
Last day to enroll	August 14, 2020	August 14, 2020	January 15, 2021
Last day to DROP	August 20, 2020	August 20, 2020	January 21, 2021
Exam 1	September 11, 2020	October 7, 2020	February 11, 2021
Exam 2	October 7, 2020	December 8, 2020	March 12, 2021
Exam 3	October 30, 2020	March 5, 2021	April 14, 2021
Last day to Withdraw	October 20, 2020	March 27, 2020	March 26, 2021
Final Exam	December 8, 2020	April 30, 2021	May 11, 2021