Moberly Area Community College
Common Syllabus

FLN101 Elementary Spanish

Current Term

Instructor: 
Office number: 
Office Hours: 
Contact information: 
Classroom number: 
Class days and time: 

Catalog Description: *FLN101 Elementary Spanish (5-0-5)
This course is an introduction to the Spanish language and will include pronunciation, vocabulary, grammar, and culture. Focus will be on learning to speak, understand, read, and write in Spanish. (FA, SP)

Prerequisite/Co-requisite: None

Texts: For In-seat/Virtual sections only:
Title: Vistas SS Plus w/ SAM
Author: Blanco
Publisher: Vistas Higher Learning

For Online sections only: The text is an ebook included with the class. There is no print option available in the MACC bookstore.
Title: Puntos de Partida
Author: Dorwick
Edition: 11th Edition
Publisher: McGraw Hill

Other Required Materials: Per instructor’s policy

Purpose of Course: Elementary Spanish will offer students insight into the culture of Spanish speaking countries through the study of the language and culture. Students will develop oral and written language skills by speaking, reading, writing and listening to instructors, students, tapes and videos. In this way students will develop an ability to communicate in all aspects of the Spanish language.

Course Objectives: Upon successful completion of this course, students will be able to:
* Communicate simple greetings
* Order food in a restaurant
* Discuss family, school, weather, feelings and holidays
* Shop for clothing and discuss directions and costs
* Conjugate verbs in the present tense
* Conjugate verbs in the Present progressive tense
* Conjugate verbs as formal or informal commands
* Conjugate verbs in the imperfect and preterit tenses
* Recognize the differences between ser and estar, and saber and conocer
* Utilize reflexive, direct object, indirect object and double object pronouns
* Write simple sentences and paragraphs
* Ask and answer questions in Spanish
* Discuss customs and characteristics of Spanish speaking countries

Course Content:
At minimum course content consists of chapters 1-10 from Puntos De Partida or Chapters 1-9 of Vistas with an introduction to the imperfect tense (grammar 10.1).

Assessment of Student Learning:

Assignments will equal these approximate percentages.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Homework</td>
<td>40%</td>
</tr>
<tr>
<td>Quizzes/Tests</td>
<td>20%</td>
</tr>
<tr>
<td>Presentations/Participation/Group activities etc</td>
<td>25%</td>
</tr>
<tr>
<td>Final/Speaking Final</td>
<td>15%</td>
</tr>
</tbody>
</table>

Grades in the online course are set up as follows

<table>
<thead>
<tr>
<th>Activity</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Discussions</td>
<td>20%</td>
</tr>
<tr>
<td>Connect Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Application Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Tests</td>
<td>10%</td>
</tr>
<tr>
<td>Speaking Assignments</td>
<td>5%</td>
</tr>
<tr>
<td>Final</td>
<td>10%</td>
</tr>
<tr>
<td>Speaking Final</td>
<td>5%</td>
</tr>
</tbody>
</table>

Grading Scale:
A – 90-100%
B – 80-89%
C – 70-79%
D – 60-69%
F – 0-59%

Expected Study Time Commitments: Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3 credit hour class. Thus, for this 5 credit hour class you should expect to spend approximately 10 to 20 hours per week.
Description of Major Assignments: Per Instructor (Please note that the course should include speaking, listening, writing and reading assignments in addition to the basic grammar.)

Schedule of Student Assignments/Activities: Instructors will identify a Student assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview of topics to be covered.

Statement to Connect Course with General Education Outcomes: In compliance with MACC’s General Education outcomes, the student who successfully completes this course will be able to:

- **Communication:** Students will demonstrate the ability to communicate effectively through oral, written, or digital channels using the English language or quantitative or other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message.

College / Instructor Policies:

**Academic Dishonesty:** MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (Policy Handbook M.010). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Attendance Policy:** Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

**Term Length Drop Calculations**

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by
the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

### Definition of Course Attendance

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>In Seat Course</td>
<td>Physically attending scheduled, face-to-face, class meetings</td>
</tr>
<tr>
<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
</tr>
<tr>
<td>Hybrid Course</td>
<td>Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:</td>
</tr>
<tr>
<td></td>
<td>• Completion of quizzes or exams during class meetings and online</td>
</tr>
<tr>
<td></td>
<td>• Submission of assignments during class meetings and online</td>
</tr>
<tr>
<td></td>
<td>• Participation in discussions during class meetings and online</td>
</tr>
<tr>
<td>Online Course</td>
<td>Active participation in an online course includes the following:</td>
</tr>
<tr>
<td></td>
<td>• Completion of quizzes or exams</td>
</tr>
<tr>
<td></td>
<td>• Submission of assignments</td>
</tr>
<tr>
<td></td>
<td>• Participation in threaded discussions</td>
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</tbody>
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Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. *(Policy Handbook, I.090 & M.095)*
Tardiness: Since students who are not in class cannot participate, prompt attendance is important. Students who are tardy need to ensure that they are not counted as absent by checking with the instructor at the end of class.

Make-up and late work: Late homework will be accepted only in extreme cases. There will be no makeup exams without written proof of an emergency. In class activities cannot be made up.

Extra credit: If allowed, extra credit should account for no more than 2% of the total grade.

Student Email: MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

ADA Statement: Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at http://www.macc.edu/index.php/services/access-office.

Title IX Statement: MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy (links to an external site) or contact Ms. Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or CherylLybarger@macc.edu.