

SPA 102: INTRODUCTORY SPANISH 2

Prof. William Keeth

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Office Hours: MW 2:00-5:00 pm, F 2:00-3:00 pm or by appointment.

Required material

Texts:

- 1) Jarvis, Ana, et al. ¡Hola, amigos!. 5th ed. New York: Houghton Mifflin Co, 2001.
- 2) Jarvis, Ana, et al. . Workbook / Laboratory Manual / Video Manual: ¡Hola, amigos. 5th ed. New York: Houghton Mifflin Co, 2001.



Cassette tapes:

- 1) Student Tape to Accompany *¡Hola, amigos!*.
- 2) Student Tape for the *Laboratory Manual* available on-line at:
<http://discovery.mnsfld.edu>

Suggested Material

Texts:

- 1) *The University of Chicago Spanish Dictionary*. Chicago: The U of Chicago P, 1987.
- 2) Noble, Judith. *Complete Handbook of Spanish Verbs*. Illinois: Passport Books, 1992.
- 3) Spinelli, Emily. *English Grammar for Students of Spanish*. Michigan: The Olivia and Hill Press, 1994

WEB Resources:

- 1) Professor's Web Site:
<http://www.mnsfld.edu/~wkeeth>
- 2) Textbook Site for Students:
<http://college.hmco.com/languages/spanish/jarvis/hola/5e/students/index.html>
- 3) Ace Practice Tests:
<http://college.hmco.com/languages/spanish/jarvis/hola/5e/students/ace/>
- 4) Notas Culturales:
<http://college.hmco.com/languages/spanish/jarvis/hola/5e/students/culturales>

Other:

- 1) A package of Index Cards

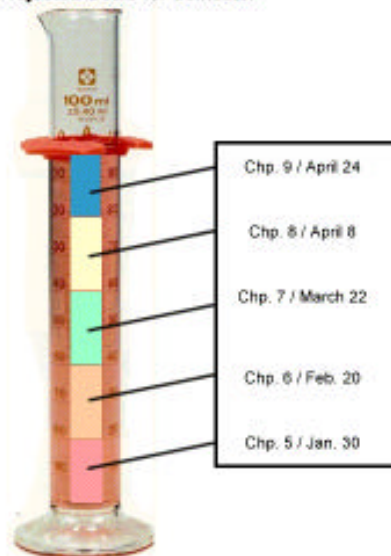
Overview of course:

In this course we will continue to develop basic speaking, listening, reading, and writing skills--our point of departure being those skills acquired in Spanish 101. Emphasis will be given to everyday communication situations and the format for evaluation will reflect this concentration. A student's willingness to prepare for and participate in each of the three weekly classes will advance his/her development in Spanish and will also allow the class to explore a richer variety of activities and cultural situations.

Course Goals

- 1) Recognize and use basic vocabulary, idiomatic expressions, and grammar.
- 2) Build written or verbal messages in Spanish that reflect class activities and the elementary speaking, writing, listening, or reading skills introduced.
- 3) Use guessing/prediction strategies and grammatical forms in language production.
- 4) Recognize culturally relevant demeanor.
- 5) Return conversation in casual talks, classroom discussions, dialogues, and questions.

Projected Goals for Semester



Performance and Evaluation

Evaluation:



Performance Description	Grade	Percentage
Excellent	A	93 > 100 %
	A-	90 > 92 %
Good	B+	87 > 89 %
	B	83 > 86 %
Satisfactory	B-	80 > 82 %
	C+	77 > 79 %
	C	73 > 76 %
Marginal	C-	70 > 72 %
	D+	67 > 69 %
	D	63 > 66 %
Failing	D-	60 > 62 %
	F	0 > 59 %

System of Evaluation*:

- 1 Midterm.....20%
- 2 Exams.....20%
- Daily Quizzes.....10%
- Attendance.....5%
- Home Work.....5%
- Lab Assignments.....5%
- 1 Oral Presentation.....10%
- 1 Comprehensive Listening Exam.....5%
- 1 Final Exam.....20%

Total: 100%

*Specific due dates will be listed on the WEB in the Class Calendar and/or assigned periodically in class.

Important Dates

Exam 1	February 1 st
Midterm	February 22
Exam 2	March 29 th

Oral Presentation	April 22 nd and April 24 th
Comprehensive Listening Exam	April 26 th
Final Exam	SPA 102-03 (10:15 AM / April 29 th) SPA 102-02 (8:00 AM / May 1 st)

Performance:

Study Method: Students should expand their class notes as soon as possible following each class and should review the previous day's notes before they attend the next class. This allows them to pay closer attention to what is said during class and serves as a *review* of class material--*one of the most essential parts of a foreign language class*. Students should also try to study the most difficult topics first and spend more time studying these same areas. Students should always study in short periods (an hour), periods that include 5 to 10 minute breaks. Creating and sticking to a study schedule is very important. Weekends can represent valuable moments for studying more difficult areas. If, for some reason, a student begins to feel that the demands placed upon his/her time, energy, and intellect are unremitting; s/he is expected to seek both the professor's help and outside tutoring.

Attendance: All students are expected to attend every class. Missing a class does not release a student from any class obligations. Students should keep in touch with classmates and be sure to contact their professor in advance of any absence.

Any absence will result in a 15% reduction in the student's attendance grade.

The professor is NOT obligated to assist students in making-up work missed due to an official field trip, due to an official university function, or due to an illness. Students, however, MAY request permission to miss a class and arrange to make-up missed work prior to their absence. This type of arrangement can waive the 15% attendance reduction, but MUST be completed *at least 24 hours prior* to an absence or illness. Students MAY be required to provide documents supporting their request.

Electronic submission of written work is an effective way of handing in required written work by a specified deadline, especially when a student expects to be absent.

Conduct: Academic honesty, the submission of original work, and student interaction is expected in this class. Any form of cheating may result in failure of the course. Additional information concerning academic honesty can be found in the *Password*.

The Syllabus: This syllabus serves as a contractual agreement. Presence in this class means that you agree to the items stipulated in the syllabus and are aware of any modifications made throughout the semester. One should periodically check the course web site for any updates to the syllabus and/or class calendar. Additional exercises and handy links can be found here, too.

Class records and Grades: Oversee your grade by monitoring your progress and maintaining contact with your instructor. Any exam, quiz, attendance record, homework paper, composition, notebooks, or other student material (which has been returned to the student) becomes the student's responsibility to maintain as a permanent record for the course. Students are responsible for picking up any materials that are made available to them or are returned in class. If a student loses these records and the professor does not have a copy of the material available, the student will receive a failing grade for the particular activity.

Exams, Midterm, Final Exam, and Daily Quizzes: Students MUST take each midterm, exam, and quiz on the day scheduled for examination. If a student is absent from any midterm, exam, or quiz (unless the student has made a prior arrangement with the professor), then s/he will receive a zero. The Midterm Exam and Final Exam will be comprehensive and accumulative in content. Daily quizzes will be given at the beginning of each class and will consist of 1-3 questions. Students with a 93% or higher cumulative course grade (following the Comprehensive Listening Exam), will be excused from taking the final written exam. "Extra credit" and the "dropping of low exam or quiz scores" do NOT exist in this course.

Homework: It is the student's responsibility to keep track of homework assignments. Homework will be collected or checked during the first minutes of class. No late homework will be accepted, unless a student has arranged to miss class with the professor. Students will conform to the "Visto Bueno" method of homework completion and correction.

Lab Activities: Audio practice exercises accompany each chapter and must be completed. Language lab activities will be periodically collected and checked according to the "Visto Bueno" method. Please consult the course web-page for information regarding the Language Lab.

Other Operational Matters:

Disabilities: If a student has a documented disability and requires accommodations to obtain equal access in this course, s/he needs to contact the professor at the beginning of the semester.

Audit & P/F Options: 100 or 200 level courses may not be taken pass/fail to fulfill any General Education requirements. Courses required to complete a major or an academic minor may be included in the pass/fail option at the discretion of the department of Languages and Literature. They also require the chairperson's signature and may not be counted for General Education credit. If a student wishes to audit this course, s/he must seek the approval of the Languages and Literature department and notify the professor within the first seven days of class.

Study abroad: Dr. Blanco can provide information about studying in Costa Rica and various other study abroad programs for Spanish students. One can also contact the Office of the Provost or Study Abroad advisor for information about available programs and an application. You must provide evidence of a cumulative QPA of 2.5 and submit two references from professors or administrators to participate in these programs.