

FEB 10 2004

MEMO

TO: Dr. Phil Kraemer, Assoc. Provost for Undergraduate Education

FROM: Edward F. Stanton, Chair, Dept. of Hispanic Studies



Re: SACS Requirements

DATE: 1 December 2003

Please find enclosed the information requested by Ms. Higgs in your office.

To: Yanira Paz <yblaba0@pop.uky.edu>, genny@bardstowncable.net
 Subject: Fwd: SPA 102
 Cc: pertusa@uky.edu

Dear Yanira and Genny:

Could you please prepare the materials listed below by Associate Provost Kraemer, and give to me for transmitting to him? I'm sending a copy of this message to Inma, in case you want to consult her.

Gracias y cordial saludo

X-Auth-No:
 Subject: SPA 102
 Date: Thu, 16 Oct 2003 08:23:39 -0400
 X-MS-Has-Attach:
 X-MS-TNEF-Correlator:
 Thread-Topic: SPA 102
 Thread-Index: AcOT4FXHAhdImMOWQhquwSKghNKK3g==
 From: "Higgs, Retha" <Retha@uky.edu>
 To: "Stanton, Edward F" <stanton@uky.edu>
 X-OriginalArrivalTime: 16 Oct 2003 12:23:41.0067 (UTC) FILETIME=[555DBDB0:01C393E0]
 X-Mail-Router: No infection found

Professor Stanton,

I ask for your assistance in assuring the University's compliance with the SACS requirements on courses delivered in multi-media formats. The University now has in place a process for reviewing current courses and approving new ones, with the Senate having expanded the rules governing course changes to include this process.

The Undergraduate Council has established guidelines and procedures as part of that process. A copy of these guidelines and procedures can be seen by clicking on the following website.
<http://www.uky.edu/UGS/Council/DLGuidelines.htm>

A review of the distance learning courses offerings for Spring 2004 indicates that your department is offering SPA 102, Elementary Spanish II, as a distance learning course. Our records indicate that course has not been reviewed by the Undergraduate Council. In order to proceed with the review, the following items are needed:

- ✓ • Current syllabus for the course, using traditional delivery of instruction. (Syllabus should include a statement of learning outcomes and a description of evaluation methods.)
- ✓ • Current syllabus for the course using multi-media or off-campus mode. (Syllabus should include a statement of learning outcomes and a description of evaluation methods.)
- ✓ • Your plan for administering and monitoring examinations for multi-media courses.
- ✓ • A brief statement that the multi-media or off-campus course is equivalent to the standard delivery version of the course.

In order to expedite the review of this course, I ask that you submit the requested materials to my office by December 1, 2003. Should you have any questions, please feel free to contact my office at 257-3027.

Sincerely,

Phil Kraemer, Associate Provost for Undergraduate Education

Plan for administering and monitoring examinations in the multimedia SPA 102-201

This course meets three Mondays of each month, 3 hours and 20 minutes each day, for a total of 14 days (or the equivalent of 44.8 contact hours during the semester). Exams are scheduled during class time, and are also monitored by the instructor of the course.

Brief statement of the equivalency of the multimedia SPA 102-201 to the standard delivery version of the course.

As indicated earlier, this course meets 14 times during the semester, adding a total of 44.8 contact hours between students and instructor. The multimedia component of the course allows students to independently work through the lessons at home following the detailed directions provided in the syllabus. While the major difference between the multimedia course and the traditional version of the course is the distribution of contact hours through in a month, and the implementation of Blackboard as a course management and contact tool in between classes, the objectives, and communicative goals are exactly the same. Students taking the multimedia SPA 102-201 are expected to reach the same level of proficiency in the language than students taking the standard delivery version of the course.

SPA 102-201 ELEMENTARY SPANISH I
Multimedia Base COURSE
Distance Education Program
<http://ecourses.uky.edu/>

Approved by the
Undergraduate Council
02-03-04
Reta H 500

SPA102-201-S03

INSTRUCTOR:
_____ and by appointment

CLASS TIME: Monday 6:00-9:20 pm CLASSROOM: WT Young Library, B-108 A
E-MAIL:

REQUIRED TEXTS:

Tesoros: A Multimedia-Based Course. Robert Blake & Javier Blasco. McGraw-Hill, 2002.

The student package includes the following items: Textbook, User's Guide and Activities Manual, Workbook/ Laboratory Manual, Audio Program on CD, CD-ROMs

RECOMMENDED:

A good Spanish/English - English/Spanish dictionary
501 Spanish Verbs

COURSE DESCRIPTION AND OBJECTIVES:

This course is designed to introduce basic modes of communication in Spanish. The emphasis is on everyday language, which the students will learn by applying essential grammatical structures to vocabulary. All four language skills (speaking, writing, reading, and listening) will be stressed. The course will consist of 8 CD-ROM lessons, written homework dealing with these programs, and classroom meetings dedicated to the practice of language skills.

COMMUNICATIVE GOALS FOR STUDENTS:

By the end of this course, the students should be able to communicate, oral and written, in Spanish on a basic level.

After completing SPA 102 students should be able to utilize the four language skills to:

1. Share information on how someone feels and how people show their feelings
2. Share information on how they relax and spend leisure time.
3. Compare different personality types.
4. Tell where things are, give and receive directions.
5. Share information on clothing preferences and traveling.
6. Share information on future aspirations in terms of careers.

METHOD:

Class time is mainly for directed oral practice; students must prepare thoroughly outside class and complete all the assignments. Since the class only meets ten times during the semester it is up to the student to dedicate a large amount of time and effort to this subject outside of class. SPA 102-201 will meet on: January 27; February 3 & 17; March 3, 10 & 24; April 7, 14 & 28; May 5.

BLACKBOARD COURSE

There is a Blackboard course site designed specifically for this course. The location is:

<http://ecourses.uky.edu> Each student will have to sign up for the Blackboard course by the second

day of class. If a student already has a BlackBoard account, he or she can still use the same account to register for SPA102-201-S03

Our BlackBoard site contains all the information related to this course, as well as all the necessary files to be print by you. Students will need to check the course BlackBoard site regularly to learn about changes or updates on upcoming assignments and other instructor's announcements.

The BlackBoard course site also includes a list of the members of the **SPI 102-201 ELEMENTARY SPANISH II Multimedia Base COURSE**, with their e-mails, and their own HomePages if applicable.

REQUIREMENTS:

PREPARATION & PARTICIPATION:

Because class participation counts as 20% of your final grade, all students are expected to participate actively in all class activities. Oral communication is a crucial goal in a language course, therefore the class meetings will be focused on this aspect.

*The instructor will check the workbook and CD-Guide sporadically while the students are taking a quiz. It is your responsibility to bring the books for which they will receive a grade included in Class Preparation & Participation. See the attached participation guidelines.

ATTENDANCE AND PARTICIPATION

Attendance is mandatory. Missing even one class will cause the student to fall drastically behind. **Only one excused absence will be allowed.** In accordance with "Students Rights and Responsibilities" an absence will be deemed excused if it is due to a verifiable serious illness, a death in the immediate family, or participation in a University sponsored event. It is the student's responsibility to inform the instructor as soon as possible **BEFORE** the next class to advise her of the cause, obtain missed assignments, and arrange a make-up meeting, if necessary. In the event of excessive, excused or unexcused absences, the instructor, in accordance with "Student's Rights and Responsibilities," reserves the right to require the student to withdraw from the course. Absences will result in the lowering of the student's final grade by five (5) points for each unexcused absence.

Late arrivals are disruptive so **DO NOT ARRIVE LATE.** Leaving class before the end of the period will be considered as a partial absence. In both cases, **2 points will be deducted** from the final grade for each time you are late to class and/or for each time you leave class earlier. Also, remember that quizzes cannot be made up and are given first thing. If you must be absent, it is your responsibility to contact a classmate and find out what was done in the class you missed and what is due in the next class.

Your instructor will evaluate your **participation** periodically and determine your participation grade based on the guidelines attached to this syllabus. In order to ensure a good participation grade, students are expected to complete all homework and readings before every class period, and actively participate in all class activities.

HOMEWORK:

Special attention must be paid to the daily preparation of homework assignments as outlined on the academic calendar. All exercises are to be written out in complete sentences. The instructor has designed a schedule for the homework. It is better to do the assignments as assigned for each day rather than all at once the day before class. In order to learn a foreign language to have to be consistent in your study and give yourself time to assimilate the materials. It is a matter of practice, like playing an instrument, or playing a sport. **If you try to complete all assignments in one day, you will not be able to learn Spanish, and you will just be wasting your time.**

You will find an answer key at the end of the CD-ROM Guide and at the Workbook; do your homework without checking these pages and then make the necessary corrections in a different color. Only **PARA**

ENTREGAR Homework has to be turned in to the instructor and it is due at the beginning of class. **Late homework will not be accepted for a grade.**

The interactive **Tesoros activity CD-ROM**: *Tesoros* is an exciting interactive Spanish course delivered on CD-ROM, and designed to provide you with further practice in the four language skills. The program includes a complete scope and sequence of grammar and practice exercises, as well as a full scope of vocabulary themes and practice. At home students will be able to study, practice, and review grammar and vocabulary through the *Tesoros* CD-ROM interactive exercises and tasks. Students will make use of this new multimedia resource to prepare themselves for class, and to acquire a better understanding of the Spanish language and culture.

The *Tesoros* textbook is designed to accompany the CD-ROM program by providing students with a rich pre- and post-viewing guide for the four principal sections that are found on the CDs: **La historia** (the story), **Las Tareas** (tasks), **El vocabulario** (vocabulary), and **La gramática** (grammar). In addition, the textbook provides a lesson-ending reading section, **Atlas cultural** (cultural atlas), that contains two reading selections on various cultural topics.

COMPOSITIONS:

A short composition on an assigned topic, written in Spanish, will be due at each class meeting. Compositions are due at the beginning of the class. **All compositions must be typed and double-spaced.**

EXAMINATIONS:

There will be periodic quizzes covering the assigned chapters. **There will not be any make-ups for quizzes.**

There will have an accumulative **final exam** at the end of the semester.

GRADING BREAKDOWN:

The final course grade will be determined using the following criteria:

Homework	20%	A 90-100
Compositions	20%	B 80-89
Class Preparation & Participation	20%	C 70-79
Quizzes	20%	D 60-69
Final Exam	20%	E 59 and below

PARTICIPATION GUIDELINES

1. Arrived for class on time

10 Always 8 Most Times 7 Sometimes 5 Rarely 0 Never

2. Spoke exclusively in Spanish during whole class and group discussion

10-9 Always 8 Most Times 7 Sometimes 5 Rarely 0 Never

3. Came to class with homework done and ready to discuss it with classmates and instructor

10-9 Always 8 Most Times 7 Sometimes 5 Rarely 0 Never

4. Initiated oral interaction by responding to classmates' comments in addition to responding to instructor's questions without being called on

20-18-17 Always 16-15-14-13 Most Time 12 Sometimes 10 Rarely 0 Never

5. Participated in the discussions of readings and/or cultural topics and whole group discussions by presenting his/her ideas or opinions

20-18-17 Always 16-15-14-13 Most Time 12 Sometimes 10 Rarely 0 Never

6. Attended class

30 Every day 20 Missed one day 10 Missed two days

0 Missed more than two days

** If students are dissatisfied with their participation grade, they should contact their instructor immediately and resolve the discrepancies with him/her.

METHOD

TO: Students enrolled in SPA 101, and 102
FROM: Dr. Paz, Director of Elementary Language Instruction
SUBJECT: Elementary Language Instruction

The goal of the first year language program is to develop the ability of the student to communicate in Spanish (orally and in writing) at a basic and intermediate level with an appropriate level of linguistic accuracy. The emphasis will be on negotiating meaningful communication, rather than on learning isolated grammatical structures. Research in second language acquisition suggests that two of the most important factors in second language acquisition are 1) input and 2) student motivation.

1) As comprehensible input is one of the crucial factors in second language acquisition, classes will be conducted entirely in the target language, Spanish. Comprehension will be facilitated through the use of simple contextualized language and with the help of visual cues. Although it may be frustrating at first, the more you are exposed to the target language, the more you will understand. Remember that it is assumed that you will not understand and be able to respond to everything that the instructors say. You must be patient with yourself and try to capture as much as possible. This leads to the second important factor involved in the process of language acquisition-MOTIVATION.

2) Motivation implies various things. The students who excel in the first and second year Spanish are those who make serious effort to understand the language; they are open to new learning experiences and put in the time required to be able to participate actively in class activities. The three hours of class time per week will be dedicated to using the language and not to talking about the language. This means that it is imperative that students come to class prepared. The instructor will organize communicative activities for the class hour s/he will not spend the time explaining grammar. Very clear grammar explanations are provided in the text and workbook; it is the student's responsibility to study and learn the grammar, do the appropriate exercises at home, and come prepared to use this material in class. Your instructor will be more than happy to explain difficult grammar points during his/her office hours, if the need arises.

Try to think of the class hour as the place to use the Spanish you have learned:

- 1) Attend all classes. Frequent absences and tardiness reduce your opportunity to receive Spanish input and practice the language (in addition, they substantially affect your grade).
- 2) Prepare grammar and other exercises at home. For each class hour you should put in at least two hours of home study.
- 3) Actively participate in class activities (remember participation constitutes an important percentage of your grade).
- 4) If problems arise, you should talk to your instructor first. If the problem is still unresolved, contact the Academic Coordinator, Genny Ballard and, finally, the Director of Elementary Language Instruction, Dr. Paz.

DEPARTMENT OF HISPANIC STUDIES

SPA 102

<http://www.uky.edu/Classes/SPA/102/>

Class meeting time:

Instructor:

Office:

Phone:

E-mail:

Office hours:

REQUIRED TEXTS

- **Vistas: introducción a la lengua española**, 1st. edition, by Blanco, Dellinger, Donley and García, Vista Higher Learning, 2001. (It includes a pocket dictionary, a language guide and audio cassettes or CD's, --different from the ones to be purchased at the Foreign Language Multimedia Center (CB 334).

- **Vistas: introducción a la lengua española. Student Activities Manual**, 1st. edition, by Blanco, Dellinger, Donley and García, Vista Higher Learning, 2001.

- **Tapes for Vistas**, 1st. edition, by Blanco, Dellinger, Donley and García, Vista Higher Learning, 2001. To be purchased at the Foreign Language Multimedia Center (CB 334).

COURSE DESCRIPTION AND OBJECTIVES

SPA 102 is designed to provide students with an elementary knowledge of the Spanish language. Students develop the four language skills: listening, speaking, reading and writing, and are introduced to the culture of the Spanish-speaking world.

COMMUNICATIVE GOALS FOR STUDENTS IN SPA 102

After completing SPA 102 students should be able to utilize the four language skills to:

1. Share information on how someone feels and how people show their feelings
2. Share information on how they relax and spend leisure time.
3. Compare different personality types.
4. Tell where things are, give and receive directions.
5. Share information on clothing preferences and traveling.
6. Share information on future aspirations in terms of careers.

METHOD

TO: Students enrolled in SPA 101, and 102
FROM: Dr. Paz, Director of Elementary Language Instruction
SUBJECT: Elementary Language Instruction

The goal of the first year language program is to develop the ability of the student to communicate in Spanish (orally and in writing) at a basic and intermediate level with an appropriate level of linguistic accuracy. The emphasis will be on negotiating meaningful communication, rather than on learning isolated grammatical structures. Research in second language acquisition suggests that two of the most important factors in second language acquisition are 1) input and 2) student motivation.

1) As comprehensible input is one of the crucial factors in second language acquisition, classes will be conducted entirely in the target language, Spanish. Comprehension will be facilitated through the use of simple contextualized language and with the help of visual cues. Although it may be frustrating at first, the more you are exposed to the target language, the more you will understand. Remember that it is assumed that you will not understand and be able to respond to everything that the instructors say. You must be patient with yourself and try to capture as much as possible. This leads to the second important factor involved in the process of language acquisition-MOTIVATION.

2) Motivation implies various things. The students who excel in the first and second year Spanish are those who make serious effort to understand the language; they are open to new learning experiences and put in the time required to be able to participate actively in class activities. The three hours of class time per week will be dedicated to using the language and not to talking about the language. This means that it is imperative that students come to class prepared. The instructor will organize communicative activities for the class hour s/he will not spend the time explaining grammar. Very clear grammar explanations are provided in the text and workbook; it is the student's responsibility to study and learn the grammar, do the appropriate exercises at home, and come prepared to use this material in class. Your instructor will be more than happy to explain difficult grammar points during his/her office hours, if the need arises.

Try to think of the class hour as the place to use the Spanish you have learned:

- 1) Attend all classes. Frequent absences and tardiness reduce your opportunity to receive Spanish input and practice the language (in addition, they substantially affect your grade).
- 2) Prepare grammar and other exercises at home. For each class hour you should put in at least two hours of home study.
- 3) Actively participate in class activities (remember participation constitutes an important percentage of your grade).
- 4) If problems arise, you should talk to your instructor first. If the problem is still unresolved, contact the Academic Coordinator, Genny Ballard and, finally, the Director of Elementary Language Instruction, Dr. Paz.

COURSE REQUIREMENTS

-Attendance policy/ Participation:

Successful progress in a language course requires that students keep up with assigned material. **Class discussions and exercises** are also essential. For these reasons, daily attendance is strongly recommended. Failure to attend class regularly results in missed opportunities to **practice the language**. Please note that **active participation is crucial** in learning a second language, therefore if you are not in class you won't be able to participate.

The Spanish program does not follow an attendance policy but **participation guidelines** will be strongly enforced. Students will be permitted to turn in late assignments only three (3) times during the semester as long as they provide individual documentation for each of the three (3) **EXCUSED ABSENCES**, no later than "one (1) week after the absences" (University Senate Rules 5.2.4.2, B -16). An excused absence is, as a general rule, one that is accompanied by an official letter from your advisor or the dean of your college, a doctor's note, or a copy of the obituary in case of a death in the family. In addition, stamped excuses from the Student Health Services **DO NOT** constitute an excused absence. A faculty member **MUST** verify any illness with a Health Service physician. **No excuses will be accepted** to recover participation points lost because of any other absences. Be on time, three late arrivals will count as an absence. In case of an absence, it is the student's responsibility to contact a classmate and find out what was done and what is due next class.

Unannounced quizzes will be given throughout the semester especially if attendance slips or students come unprepared to class, to reinforce important homework assignments. These pop-quizzes will be graded as homework assignments. **There will not be any make-ups for pop quizzes.**

After each regular exam, your instructor will evaluate your participation and determine your grade based on the guidelines attached to this syllabus. In order to ensure a good participation grade, students are expected to complete all homework and readings before every class period, and actively participate in all class activities.

If students are dissatisfied with their participation grade, they should contact their instructor immediately and resolve the discrepancies with him/her.

Class preparation:

Homework is a fundamental part of any language course. You must complete it on time and do your best. Remember, making mistakes is a natural part of the learning process, especially language learning. You should complete all the homework as it is specified in the syllabus; nevertheless, you will only have to turn in the exercises that appear in the column "**Para entregar**" on your syllabus. You must also be prepared to turn in your workbook any time it is requested by your instructor.

Workbook. Before doing the corresponding grammar activities in the workbook, you should review each grammar point. Students must complete these assignments as specified in the syllabus. The answers to most of these exercises are included in the **Workbook Answer Key** for the Workbook exercises. It is the student's responsibility to correct their own exercises using these answer keys. It is very important to do the exercises without help and then make corrections in a different pencil or color. These corrections will help you identify areas that you need to review. You are cheating yourself if you do not work out the exercises before you consult the answers. **You will not receive any homework points if these assignments are not completed and corrected by you each day.**

The instructor will make spot-checks of the **Workbook** to assess completeness, apparent effort, corrections, etc. and will use the assessment as part of the classwork grade. The instructor will evaluate your homework assignment according to the guidelines below. Please consult your teacher if you do not understand any aspect of your graded assignment.

The interactive activity CD-ROM: Vistas textbook comes with an exciting interactive program designed to provide you with further practice in the four language skills. Students should make use of this new multimedia resource to better prepare themselves for class, and to acquire a better understanding of the Spanish language and

culture. You will be able to access this program from any computer station in the Foreign Language Multimedia Center (CB 334).

In order to study for this course you should count on spending at least two hours preparing for each class meeting.

As part of class preparation, students will be allowed to attend to 2 extra-curricular activities, such as a “tertulia,” a movie in Spanish, or any other type of cultural event sponsored by the University. Please, keep in mind that these activities will be used to substitute a homework grade, not as extra-credit.

The instructor will evaluate your homework assignment according to the guidelines below. Please consult your teacher if you do not understand any aspect of your graded assignment. Homework is 15% of the final grade.

Grading Scale for Written Homework

5 pts.	Assignment handed in on time, complete, and totally correct.
4.5 pts.	Assignment handed in on time, complete, but with few (1-2) errors.
4.0 pts.	Assignment handed in on time, complete, but with several (3-5) errors.
3.5 pts.	Assignment handed in on time, complete, but with may (6+) errors OR Assignment handed in on time, done correctly but partly incomplete.
2.0 pts.	Assignment handed in on time, partly incomplete, and with errors.
1.0 pts.	Assignment handed in on time, but largely incomplete.
0 pts.	Homework is NOT turned in on time or at all.

Compositions: There will be 4 compositions during the semester. All composition drafts must be typed or done on a word processor and double-spaced. It is suggested that you do your preliminary drafts on a computer - it certainly makes revision easier. You will be given the opportunity to **rewrite the 4 compositions**, using the correction sheet attached to this syllabus. Even though the second version of each composition is **OPTIONAL** (you do not need to turn it in) students are encourage to rewrite them, since this exercise helps you gain an active command of Spanish. If you do decide to turn in a second version, **remember you will have to give your instructor a copy of the first version, along with the final one, in order to receive credit for them.** The instructor will indicate the errors on the first version. You will correct these errors and return both versions the instructor.

**** Note: Compositions must reflect the individual work of each student. No one should revise your composition before it is turned in to your instructor. Any composition that seems to have been corrected by somebody else, prior to the due date, will receive a cero (0) as a grade. It is also in your best interest to turn in as clean a first version as possible; any errors remaining in the second version will cause your grade to drop. Remember that the first version has to be a complete composition (40% of your grade). The final version of each composition (60% of your grade) will be used to address specific grammar, organization, spelling and content mistakes. Compositions are 15% of your total grade.**

Important: 5 points per day will be the penalty for late drafts of compositions. (Actual day, weekends included, not class days).

EXAMINATIONS

◆ **Exams:** During the semester, there will be **four (4) 50-minute exams**. These exams are 20% of your final grade.

◆ **Final exams:** There will be a comprehensive written departmental final exam on **MONDAY, December 15th, FROM 6:00 TO 8:00 PM**. This final exam will count 15% of your final grade.

**** Note: there will be NO make-ups for any exams.**

GRADING BREAKDOWN: The course grade will be determined as follows:

Exams	20%
Compositions	15%
Homework	15%
Participation	15%
Laboratory	20%
Final exam	15%

The following grading criteria will be used to determine the final grades for this course:

A	90-100
B	80-89
C	70-79
D	60-69
E	59 and below