

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**
www.mlcs.ualberta.ca

**2015-2016 SPAN 306 A1: Spanish for Heritage Speakers
(Fall Term)**
Course Coordinator: Dr. Xavier Gutiérrez

Instructor: xxx
Office: xxx
Telephone: xxxxx Fax: 780-492-9106
E-mail: xxx
Personal Website: xxx

Time: xxx
Place: xxx
Office Hours: xxx,
or by appointment
Course Website: xxx

Course Prerequisite: Consent of Department. Not to be taken by students with credit in SPAN 300. The Department will withhold credit from students completing courses for which prior background is deemed to make them ineligible. Should such a student register in the course, credit will be withheld. For questions regarding eligibility, please contact the Spanish Language Coordinator, Dr. Xavier Gutiérrez, xavier.gutierrez@ualberta.ca

Course-based Ethics Approval in place regarding all research projects that involve human testing, questionnaires, etc.?

Yes No, not needed, no such projects approved

Community Service Learning component

Required Optional None

Past or Representative Evaluative Course Material Available

Document distributed in class or posted on eClass

Additional mandatory Instructional fees (approved by Board of Governors)

Yes No

Course Description and Objectives:

SPAN 306 is an intermediate course designed for speakers with an advanced level of oral proficiency, but no previous formal study of Spanish. Focus is on topics such as grammar and sentence structure, spelling and punctuation, interference between English and Spanish, and colloquial versus formal usages with the objective of improving skills in oral and written communication.

Texts:

Required text:

Blanco, J. (2014). *Revista: Conversación sin barreras*. 4th edition, with Supersite access. Boston, MA: Vista Higher Learning.

Recommended resources:

Chiquito, A. (2012). *Handbook of contemporary Spanish grammar*. With Supersite access. Boston, MA: Vista Higher Learning.

A good Spanish-English dictionary (e.g. Collins, Oxford). Avoid editions labelled “concise” or “pocket” because they contain fewer words and less detailed entries.

Diccionario de la lengua española (22nd edition) and *Diccionario panhispánico de dudas* (1st edition) of the Real Academia Española are available online at <http://www.rae.es/rae.html>

Grade Distribution:

Component	Value	Due dates
Compositions	20% (2 compositions x 10% each)	Sep 29, Nov 23
In-class or at-home assignments	10%	throughout the term
Chapter tests	40% (4 tests x 10% each)	Sep 21, Oct 5, Oct 26 & Nov 16
End-of-term grammar test	15%	Dec 3
End-of-term composition	10%	Dec 7
Oral participation	5%	

There is no final exam for this course.

Description of Assignments and Tests:

Compositions: You will be asked to write two compositions based on topics provided by the instructor. Each assignment must be **typed, double-spaced, single-sided**, or it will not be accepted and a grade of zero will be assigned. Indicate the **number of words** at the end of each assignment.

In-class or at-home assignments: Throughout the term, you will be given short assignments to complete either in class or at home, as deemed appropriate by the instructor, in order to help you build on your knowledge and practice expressing yourself in Spanish. These assignments may involve any of the four language skills (reading, writing, listening, speaking). At-home assignments will be assigned in class, and a specific due date given. In-class assignments will be announced at least one class beforehand so you can prepare any necessary material (e.g. reading a text). **You are responsible for finding out whether or not an assignment has been given;** not knowing because you were not in class is not an acceptable excuse, as regular attendance is expected.

These assignments will be **ungraded**, but you will receive credit for having completed the assignment. The mark for this component will be the number of assignments you completed (e.g. 18 of 20 assignments completed = 90% = 9/10). Where applicable, the answers will be provided for self-correction. For other assignments where no answer key is possible, the instructor will give you feedback, but no mark will be assigned.

If you miss an assignment due to an excusable absence, you will be excused from that particular assignment, and your grade will be adjusted accordingly. For an unexcusable absence, or if you simply forgot, you will not receive credit for the assignment.

Chapter tests: A test will be given at the end of each lesson, except the last one. The test will include **all the material discussed in class in relation to that lesson**, including topics from the Supersite, and/or any material distributed by the instructor in class or posted on eClass. You are responsible for ensuring that you have all the necessary material. No dictionary or other material or electronic devices will be permitted during the test.

End-of-term grammar test: The end-of-term grammar test will be written on Dec 3. The test may cover any grammar material covered during the term. Further details will be discussed in class. No dictionary or other material or electronic devices will be permitted during the test.

End-of-term composition: On the last day of classes (Dec 7), you will write a composition based on a topic given by the instructor. Further details will be discussed in class. No dictionary or other material or electronic devices will be permitted during the composition.

Oral participation: The mark for this component is based on how actively you participate in class activities (whole class or group activities) and how much you try to speak in Spanish. You are not expected to speak in perfect, fluent Spanish, but you are expected to put in your best effort and take advantage of every possible opportunity to practice speaking Spanish.

Grading:

Marks for assignments, tests, and exams are given in percentages. Grades will be assigned only to the final distribution of mark totals for the course. "Grades reflect judgements of student achievement made by instructors and must correspond to the associated descriptor. These judgements are based on a combination of absolute achievement and relative performance in a class." (University Calendar 23.4(4)) There is no pre-determined quota of letter grades in a course (University of Alberta Grading Procedure, <http://www.policiesonline.ualberta.ca/>). The following guidelines have been adopted by the Department of Modern Languages and Cultural Studies:

Letter	%	Pts	Descriptor
A+	95-100%	4.0	Outstanding: Superior performance showing understanding and knowledge of the subject matter far exceeding expectations.
A	90-94%	4.0	Excellent: Superior performance showing comprehensive understanding of subject matter.
A-	86-89%	3.7	Very good: Clearly above average performance with complete knowledge of subject matter.
B+	82-85%	3.3	Very good
B	75-81%	3.0	Good: average performance with knowledge of subject matter generally complete.
B-	70-74%	2.7	Good
C+	66-69%	2.3	Satisfactory: Basic understanding of the subject matter
C	61-65%	2.0	Satisfactory
C-	58-60%	1.7	Satisfactory
D+	55-57%	1.3	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
D	50-54%	1.0	Minimal Pass: Marginal performance; generally insufficient preparation for subsequent courses in the subject matter.
F	0-49%	0.0	Fail: Unsatisfactory performance or failure to meet course requirements.

REQUIRED NOTES:

Policy about course outlines can be found in Section 23.4(2) of the University calendar.

Academic Integrity:

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students; faculty and staff are able to study and work in an environment safe and free of discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels this policy has been or is being violated to:

- Discuss the matter with the person whose behaviour is causing concern; or
- If that discussion is unsatisfactory, or there is concern that direct discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the student ombudservice (<http://www.ombudservice.ualberta.ca/>).

Information about the University of Alberta Discrimination and Harassment Policy and Procedures is described in UAPPOL at <http://policiesonline.ualberta.ca/PoliciesProcedures/Pages/DispPol.aspx?PID=110>

Academic Honesty:

All students should consult the information provided by the [Office of Judicial Affairs](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general (see the [Academic Integrity Undergraduate Handbook](#) and [Information for Students](#)). If in doubt about what is permitted in this class, ask the instructor.

Students involved in language courses and translation courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in language courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

Recording of Lectures:

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from content author(s).

Attendance, Absences, and Missed Grade Components:

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections 23.3(1) and 23.5.6 of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

In this course, participation is an essential component; therefore, it is **very important to attend class every day**. As part of this course, regular daily attendance is essential for optimal performance in a foreign-language course.

a. Excused absences are not automatic; therefore, in cases of potentially excusable absences (emergency conditions, incapacitating illness, religious convictions or legitimate University-related business), students may apply for an excused absence for missed classes, term work, or exams. Please note:

- For an absence to be considered excused, instructors will request adequate documentation to substantiate the reason for the absence (i.e. in the form of a “Medical Declaration Form for Students” <https://uofa.ualberta.ca/arts/-/media/arts/student-services/documents/medicaldeclarationformforstudents.pdf>). Please, note that a “Statutory Declaration” submitted at the end of term covering multiple absences during the term will not be accepted.
- A student must inform the instructor within two working days following the class which was missed, or as soon as the student is able, having regard to the circumstances underlying the absence.
- For missed exams or term work, **no extension will be given after this deadline has elapsed and a grade of ZERO will be assigned.**
- For an excused absence where the cause is religious belief, a student must contact the instructor(s) within two weeks of the start of Fall or Winter classes; and within three days of the start of Spring or Summer classes.
- **No request for make-up for missed work or exams will be considered without proper documentation.**
- Providing any kind of document(s) does not imply an automatic approval; it will be at the discretion of the instructor to accept or decline a document and/or grant the student’s request for an excused absence.
- For further explanation regarding absences that may be excusable and procedures for addressing course components missed as a result, consult section 23. 3 of the University Calendar.

b. Unexcused absences. Each student is **allowed four unexcused absences for the entire term**. This does not include days on which assignments are due or when an exam or test is given. **For any unexcused absence beyond the allotted four, 2% per unexcused absence will be taken off the final course grade.** In addition, a **grade of ZERO** will be given for any exams, quizzes, assignments or participation grade sheets that are not handed in or completed as a result of an unexcused absence.

Policy for Late Assignments:

- Students should be aware that **under no circumstances will homework assignments, quizzes, compositions, and/or written and/or oral exams/presentations be made up unless special arrangements have been made with the instructor prior** to the due date or the exam date.
- Formal **written** documentation will be required for an excused absence.
- Under **no circumstances** will the MLCS main office (Arts 200) receive work from students on behalf of instructors.

Student Accessibility Services:

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with Specialized Support & Disability Services, contact their office immediately (2-800 SUB; Email sasrec@ualberta.ca; Email; phone 780-492-3381; WEB www.ssds.ualberta.ca).

ADDITIONAL INFORMATION:Placement

1. All students registered for Span 306 are required to take a placement test to be able to stay in this course. For information on placement, please visit our website: <https://uofa.ualberta.ca/modern-languages-and-cultural-studies/undergraduate-program-information/undergraduate-placement> or contact the Spanish language coordinator, Dr. Xavier Gutiérrez, at xavier.gutierrez@ualberta.ca
2. Students who have been granted permission by Dr. Gutiérrez to take this course must provide written documentation to their instructor stating such approval (i.e. forwarded email from Dr. Gutiérrez).
3. The Department will withhold credit from students completing courses for which prior background is deemed to make them ineligible. Should such a student register in the course, credit will be withheld. Any student who has questions or concerns regarding eligibility is asked to contact the Spanish language coordinator, Dr. Gutiérrez – xavier.gutierrez@ualberta.ca – and NOT their instructor.

Consultation with instructors

Students are encouraged to consult their instructors regarding any concerns they have about the course content, the structure of the course, or their personal progress. Please, note that students are responsible for any notes or material from any class missed. Do not contact the course instructor or the Spanish language coordinator in this regard.