

**DEPARTMENT OF MODERN LANGUAGES  
AND CULTURAL STUDIES**

<https://uofa.ualberta.ca/modern-languages-and-cultural-studies>

**2016-2017 SPAN 111 A01-A09, X01: Beginners' Spanish I  
(Fall 2016)**

**Course Coordinator: Dr. Xavier Gutiérrez**

Instructor: xxx  
Office: xxx  
Telephone: xxxx      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:**      None

**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**

Sample exam can be found on the eClass site for the course.

**Additional mandatory Instructional fees (approved by Board of Governors)**

Yes       No

**COURSE DESCRIPTION AND OBJECTIVES:**

Intended for students with no previous knowledge of the language and designed to lead to a working knowledge of spoken and written Spanish with a focus on listening, reading, speaking, writing, and intercultural competence. Note: not to be taken by students with native or near native proficiency, or with Spanish 30 or its equivalents in Canada and other countries.

The objective of this course is to develop basic proficiency in Spanish. To do so, we will get you to use Spanish as much as possible because this is the most effective way to learn a language. Thus, the course places a strong emphasis in the development of your communicative ability in relation to the four skills of speaking, listening, reading and writing. All aspects of language (e.g., vocabulary, structures, etc.) will be presented and used within specific communicative situations and the goal is for you to carry out activities and tasks using the language you have learned.

Learning outcomes:

By the end of this course, successful students will be able to:

- understand and use familiar everyday expressions and very basic phrases
- introduce themselves and others and ask and answer questions about personal details
- interact with others about familiar topics in a simple way
- understand simple oral and written texts
- recognize and describe some cultural aspects of the Spanish-speaking world

Learning a language is a complex, long-term and highly rewarding process. It is important that you identify your own motivations and objectives in undertaking this course. This course requires regular attendance, participation and effort, as well as constant review and practice in and out of class. It is also important for you to explore the ways in which you learn best and to find opportunities for outside practice according to your interests. The strategies you develop for dealing with spoken and written language are as important to communication and language acquisition as is your knowledge of the language itself. Your constant personal involvement both in and out of class will be essential to your success.

### **TEXTS AND MATERIALS:**

#### Required:

Martín-Peris, E. & Sans-Baulenas, N. (2013). *Gente Hoy 1*. Libro del alumno + CD. Barcelona: Difusión.

Martín-Peris, E., Martínez-Gila, P. & Sans-Baulenas, N. (2013). *Gente Hoy 1*. Libro de trabajo + CD. Barcelona: Difusión.

Note: Both books are sold as a package at the bookstore

Additional free materials at <http://campus.difusion.com> (registration required)

#### Recommended:

Alonso-Raya, R. et al. (2009). *Students' Basic Grammar of Spanish*. Revised English edition. Barcelona: Difusión.

Spanish/English Dictionary: Oxford, Collins or Larousse are all good dictionaries. Avoid purchasing miniature pocket dictionaries; these have limited vocabulary and are not the best for this course.

### **GRADE DISTRIBUTION AND DATES (SEE “EXPLANATORY NOTES” BELOW):**

Homework	5%	
Participation and attendance	10%	
Tasks	25%	
Midterm exam	20%	Oct. 25
Oral exams	20%	Nov. 1 & 2, Dec. 6 & 7
Final exam	20%	Dec. 17

#### Other important dates:

Sep. 1	Classes begin
Sep. 5	Labour Day – no class
Oct. 10	Thanksgiving Day – no class
Nov. 7-11	Reading Week – no classes
Dec. 7	Last day of classes

Fall / Winter Exam Planner for the 2016-2017 academic year can be found at the following site:

<http://www.registrarsoffice.ualberta.ca/en/Examinations/Fall-2016-Winter-2017-Exam-Planner.aspx>

#### **Date of Deferred Final Exam: TBD.**

Please, consult the following site for details on deferral of exams:

<http://calendar.ualberta.ca/content.php?catoid=6&navoid=806#Examinations> (Exams)

### **EXPLANATORY NOTES ON ASSIGNMENTS:**

#### **Homework 5%**

Students are expected to complete any homework assigned by the course instructor for class. This homework may include, but is not limited to, exercises from the textbook, readings, listening activities, short compositions, and/or online homework. Any incomplete homework assignment will receive a grade of zero and may result in the loss of points in the homework component of the course.

**Participation and attendance 10%**

Regular daily attendance and active participation in class are essential for optimal performance in a foreign-language course. Attendance will be recorded on a daily basis. Attendance and participation will be assessed based on your presence in class, the use of Spanish during class activities, preparedness, and active participation in class. Note that the instructor expects students to have read the relevant materials before coming to class. If you miss a class, it is your responsibility to make up the missed material. Students are encouraged to communicate with other students (or with the instructor by email or in office hours) to keep up with missed classes. Do not expect your instructor to go over material in class again because you were absent. Please be aware that unexcused absences will negatively impact your participation grade (see notes on attendance below).

**Tasks 25%**

Each unit entails the completion of one or more tasks, which may consist of written assignments or oral presentations to be done individually or in group. The total weight of the tasks is 25% of the total grade of the course, but each individual task will not weight more than 5% of the total grade of the course. Specific details about the tasks and due dates will be discussed in class.

**Midterm exam 20%**

This exam will assess some or all of the skills and components practiced during the course: vocabulary, listening and reading comprehension, writing, grammar, and culture. No dictionary or other material or electronic devices will be permitted during the exam. Further details regarding content and format will be discussed in class. The exam will be on October 25.

**Oral exams 20%**

Students will be required to participate in two oral exams designed to assess students' communicative competence in the language. The oral exams may be in the format of a short conversation or an oral presentation, and will be done in pairs or small groups. The first oral exam is worth 10% of the grade and will take place on November 1 & 2. The second oral exam is worth 10% of the grade and will take place on December 6 & 7. Further details about the oral exams will be discussed in class.

**Final exam 20%**

The final exam will assess some or all of the skills and components practiced during the course: vocabulary, listening and reading comprehension, writing, grammar, and culture. No dictionary or other material or electronic devices will be permitted during the exam. Further details regarding content and format will be discussed in class. The final exam is scheduled on December 17.

**GRADING:**

Assessment of the individual course components may be in the form of numerical marks or letter grades. The final letter grade will be based on "a combination of absolute achievement and relative performance in a class" (University Calendar, [Evaluation Procedures and Grading System](#)). The University Grading Procedure mandates that "a student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade must be aligned" (<https://policiesonline.ualberta.ca/>). The following guidelines have been adopted by the Department of Modern Languages and Cultural Studies:

**"MLCS Undergraduate Grading Scale"**

Descriptor	Letter Grade	Grade Point Value	%
<b>Excellent.</b> A+, A or A- is earned by work which is superior in content and form and demonstrates an exceptional grasp of the subject matter. The grade of A+ designates work that far exceeds course expectations. Grades in the A range are normally achieved by a small number of students.	A+	4.0	<b>97-100</b>
	A	4.0	<b>93-96</b>
	A-	3.7	<b>90-92</b>
<b>Good.</b> B+, B or B- is earned by work that demonstrates a	B+	3.3	<b>87-89</b>

thorough comprehension of the course material and a good command of relevant skills. Grades in the B range are normally achieved by the largest number of students.	<b>B</b>	3.0	<b>83-86</b>
	<b>B-</b>	2.7	<b>80-82</b>
<b>Satisfactory.</b> C+, C or C- is earned by work that demonstrates an adequate grasp of the course material and relevant skills. Grades in the C range designate work that has met the basic requirements of the course.	<b>C+</b>	2.3	<b>77-79</b>
	<b>C</b>	2.0	<b>73-76</b>
	<b>C-</b>	1.7	<b>70-72</b>
<b>Poor/Minimal Pass.</b> D+ or D is earned by work that demonstrates minimal familiarity with the course material. Grades in the D range generally indicate insufficient preparation for subsequent courses in the subject matter.	<b>D+</b>	1.3	<b>65-69</b>
	<b>D</b>	1.0	<b>60-64</b>
<b>Failure.</b>	<b>F</b>	0.0	<b>0-59</b>

## REQUIRED NOTES:

Policy about course outlines can be found in the [Evaluation Procedures and Grading System](#) 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 that 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 that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels that 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 directs 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 [Office of the Student Ombuds](#). Information about the [University of Alberta Discrimination and Harassment Policy and Procedures](#) is described in [UAPPOL](#).

### *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 languages 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 content author(s) 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 [Attendance](#) and [Examinations](#) 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, students are expected to attend class daily, be prepared to interact in Spanish in a variety of situations, keep up with the material, complete and hand in assigned homework, and take exams on the scheduled date.

**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 absence from a **final exam**, students may apply for a deferred exam: <http://calendar.ualberta.ca/content.php?catoid=6&navoid=806#absence-from-final-exams>. Deferred examinations cannot be granted by instructors.
- 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 the [Attendance](#) section of 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, two points out of the ten total points will be deducted from the student’s participation and attendance grade.** In addition, a **grade of ZERO** will be given for any exams, quizzes, or assignments 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 [Student Accessibility Services](#), contact their office immediately (1-80 SUB; Email [sasrec@ualberta.ca](mailto:sasrec@ualberta.ca); phone 780-492-3381).

### **ADDITIONAL INFORMATION:**

#### Placement

1. All students registered for Span 111 are required to complete the “Prerequisite check”, found on the eClass site of this course, no later than September 12. (Instructions will be provided in class)
2. Span 111 is an introductory course intended for students with no previous knowledge of the language and it is not to be taken by:
  - Students with native or near native proficiency, heritage-speakers and/or those for whom it is their first language – those who have one or more parents who are Spanish speakers; or
  - Students with credit in SPAN 100, or with Spanish 30 or its equivalent in Canada and other countries.
3. All other students with previous knowledge of Spanish (e.g., Spanish 10, Spanish 20, or equivalent) are required to take a placement test.
4. 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](mailto:xavier.gutierrez@ualberta.ca)
5. 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).
6. 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](mailto: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.

#### Use of Spanish

This is a Spanish course, therefore it will be taught in Spanish. However, the instructor may occasionally use English if it is deemed pedagogically appropriate. Furthermore, to benefit from this course and to acquire a greater understanding of the language, students are expected to speak Spanish as much as possible in class.