

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**
<https://uofa.ualberta.ca/modern-languages-and-cultural-studies>

**2015-2016 Span399 B1: Special topics: Teaching Spanish as a second language
(Winter Term)**

Instructor: Dr. Xavier Gutiérrez
Office: Arts 210-B
Fax: 780-492-9106
E-mail: xavier.gutierrez@ualberta.ca

Time: M-W-F 2:00-2:50pm
Place: HC 2-38
Office Hours: W 1:00-2:00pm
or by appointment

Course Prerequisite: SPAN300 or 306, or consent of department

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

NA (New course; no representative materials available)

Additional mandatory Instructional fees (approved by Board of Governors)

Yes No

Course Description and Objectives:

The goal of this course is to introduce students to a variety of topics related to teaching Spanish as a second/foreign language. The topics will cover issues regarding teaching methods, lesson planning, developing materials and activities, teaching the four skills (speaking, listening, reading and writing) as well as different language aspects (vocabulary, grammar), and assessment. While the course establishes connections with theoretical aspects of language acquisition, the main focus is on actual practices in instructional settings.

Learning outcomes

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

- identify and discuss principles of communicative and task-based language teaching
- identify and describe aspects of major teaching methods
- design activities, lessons, and units for language teaching
- critically analyze teaching practices
- evaluate and critique teaching materials and activities

Texts:

Required:

García Moreno, C. (2015). *Materiales, estrategias y recursos para la enseñanza del español como 2/L* (2ª edición). Madrid: Arco/Libros

Grade Distribution (see “Explanatory Notes”):

Participation	5%
Reflective paper	10% (Jan. 29)

Test preparation	5%
Tests	30% (Feb. 8 & Apr. 8)
Observation report	5% (dates vary)
Classroom activity	10% (dates vary)
Project outline	5% (Feb. 26)
Final project	30% (Apr. 12)

Other important dates:

Jan. 4	Classes begin
Feb. 15-19	Reading Week – no classes
Mar. 25	Good Friday – no class
Mar. 28	Easter Monday – no class
Apr. 8	Last day of classes

Fall / Winter Exam Planner for the 2015-2016 academic year can be found at the following site:

<http://www.registraroffice.ualberta.ca/en/Examinations/Fall-2015-Winter-2016-Exam-Planner.aspx>

Date of Deferred Final Exam: TBD.

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

[http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html#23.5.6\(3\)](http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html#23.5.6(3))

Explanatory Notes on Assignments:

Participation 5%

Regular attendance and active participation in class discussions and activities is an assumed pre-requisite for completing the course satisfactorily. Since class discussions focus on the assigned readings, you should prepare them carefully at home, engage in the material in a thoughtful and informed manner, and contribute to a productive class discussion.

Reflective paper 10%

You will have to complete a questionnaire about language learning and write a short essay (4-5 pages, double-spaced) justifying your responses to five of the questionnaire items. The due date is January 29. Further details will be discussed in class.

Test preparation 5%

To prepare for the tests, we will discuss in class what they should look like. You will be asked to submit questions and ideas for the tests. I will then compile all possible test items and return them to you in the form of a worksheet so that you can prepare for the tests. This is your chance to actively participate in the creation of the tests.

Tests 30%

There will two tests, each worth 15%, focusing on the topics we will discuss in class. The tests might consist of definitions, short answers and essay questions. Test I is scheduled for February 8 and Test II is scheduled for April 8.

Observation report 5%

You will visit a Spanish language class (100- or 200-level) and write an observation report (2 pages, double-spaced). I will help you make arrangements with an instructor. The classroom visit will give you the opportunity to observe a class “from the other side” and observe how the instructor structures the lesson, uses the target language, etc. The date of the observation and the deadline for submitting the report will depend on the topic you choose. At the beginning of the term, you will choose a topic and you will be given a specific timeframe to complete your observation and hand in your report. We will discuss the details in class.

Classroom activity 10%

You will design and present an activity (not an entire lesson plan) that you have devised yourself (i.e., not presented

in a textbook). At the beginning of the term, you will sign up for one of the following categories of classroom activities: listening comprehension (Feb. 22), reading comprehension (Feb. 29), oral communication (Mar. 7), writing (Mar. 14), grammar (Mar. 21), and vocabulary (Mar. 30). The written paper of the activity is due one week after the presentation. The activities will serve as further examples for the chapter we read on these particular topics, so you should make sure to read the chapter before you design your activity.

Project outline 5%

The main project of this course is the design of a teaching unit. Before you start working on the specific activities of this unit, you have to submit an outline, worth 5%, discussing the topic, intended level of the learners, objectives, learning outcomes, expected end product, and rationale for the unit. The project outline is due on February 26.

Final project 30%

For the final project, you will have to design a teaching unit about a specific topic that will encompass five lessons and include at least one activity from each of the categories listed above (i.e., listening, reading, grammar...). The final project is due on April 12. Further details and guidelines will be discussed in class.

Grading:

Marks for assignments, tests, and exams are given in percentages, to which letter grades are also assigned, according to the table below (“MLCS Undergraduate Grading Scale”). The percentage mark resulting from the entire term work and examination then produces the final letter grade for the course.

“MLCS Undergraduate Grading Scale”

Letter	%	Pts	Descriptor
A+	95-100%	4.0	Excellent: 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	Excellent: Clearly above average performance with complete knowledge of subject matter.
B+	82-85%	3.3	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	Poor: 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	Failure: 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 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 student ombudservice (<http://www.ombudservice.ualberta.ca/>).

Information about the University of Alberta Discrimination and Harassment Policy and Procedures is described in UAPPOL at <https://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 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 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**. You are expected to attend class regularly and punctually. If you must miss a class, contact another student to get homework assignments. It is your responsibility to make up work and learn the material for classes you miss.

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 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 Specialized Support & Disability Services, contact their office immediately (2-800 SUB; Email sasrec@ualberta.ca; Email; phone 780-492-3381; WEB www.ssd.s.ualberta.ca).