



Spa 1101-02
Spring 2023

Dr. William Keeth
Belknap 207B
wkeeth@mansfield.edu
570-662-4605 or 570-662-4581

[Class Schedule](#)

[Office Hours](#)



Essential Material

Texts:

Contreras, F. et al. *Proyectos + The Spanish Hub. Difusión and Blink Learning*, 2019.
ISBN 8436016734370 (Purchase ebook here:
<https://www.difusion.us/shop/proyectos-spanish-hub/>)

Other Resources:

[Blink Learning Center](#) (Code: **CL58219846**)

[Spaleon](#)

[Conjuguemos.com](#) (Code: **advrye**)

Recommended Material

Miscellaneous:

A spiral notebook (class journal)

Flashcards (verb and vocabulary drill)

Texts:

Noble, Judith and Jaime Lacasa *The Complete Handbook of Spanish Verbs*. McGraw-Hill, 1984.

Morton, Jacqueline. *English Grammar for Students of Spanish*. 7th ed, Olivia and Hill Press, 2012.



Purpose of Course

You should have chosen this course, because you want to learn Spanish but have little to no experience studying it (two or less years of High School Spanish). In this *college-paced* course, you will develop fundamental communicative skills in Spanish (speaking, listening, reading, and writing).



Approach

The textbook and class format for this course will include a variety of activities with a *performative* and *cultural* focus. This means that the bulk of memorizing and practice should happen before coming to class. For this reason, you should expect daily homework and laboratory assignments that reinforce and help you accomplish this. To succeed in this class, you will also need to think independently, be self-motivated, and practice every one of four Spanish skills. In class, you can expect your progress to be assessed frequently through survival and improvisation scenarios. Spanish is more like a music or theater class, where practice leads to better performance. And, performance can only be measured on stage or in concert. In this case, the classroom is our performance room.



Course Goals and Assessment

This course is designed to help most students meet the New General Education Learning Outcomes for Global Perspectives Option 1. If you are interested in a Spanish major or minor, please, follow one of these links ([major](#), [minor](#)). The Course Learning Outcomes described below represent only the first segment of the two-class sequence of language courses necessary to fulfill the New General Education Learning Outcomes for Global Perspectives Option 1. In order to receive credit for completing this sequence, you may not take the course as “pass/fail”.

Spa 1101 Student Learning Outcomes (SLOs)		Form of Assessment	Concomitant SLOs	
			WLC Program	General Education
Listening	L1 Recognize and understand short, learned utterances.	Homework, Class Participation, Quizzes, Final Listening Exam, Final Exam	By the end of this course, most students will reach the Novice Low level of the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines. WLC majors need to reach the intermediate-high or advanced-low level before graduation in all four areas: listening, speaking, reading, and writing. (WLC SLOs 1-3)	Global Perspectives: Option 1 requires students to reach the ACTFL proficiency level NOVICE HIGH in the areas of listening, speaking, reading, and writing after completing two sequential language courses. After completing this course, students should reach NOVICE-LOW in all these areas.
	L2 Understand simple questions, statements, high-frequency commands and courtesy statements			
Speaking	S1 Reproduce learned phrases.	Homework, Class Participation, Oral Presentation		
	S2 Use vocabulary that allows you to meet simple, elementary needs and express basic courtesies.			
	S3 Return simple conversation in casual talks, classroom discussions, dialogues, group work and questions.			
Reading	R1 Recognize the alphabet and syllabic writing system.	Homework, Quizzes, Final Exam		
	R2 Use guessing/prediction strategies.	Homework, Quizzes, Final Exam		
	R3 Recognize grammatical forms learned in class	Homework, Quizzes, Final Exam		
	R4 Identify contextualized words and cognates.	Homework, Quizzes, Final Exam		
	R5 Read with understanding shorts texts.	Homework, Quizzes, Final Exam		
Writing	W1 Reproduce familiar words or phrases from memory.	Homework, Quizzes, Final Exam		
	W2 Build written or verbal messages in Spanish that reflect class activities and the fundamental skills of communication that are introduced in class.	Homework, Quizzes, Final Exam		
Culture	C1 Recognize and reproduce culturally relevant information and demeanor.	Homework, Class Participation, Quizzes, Oral Presentation, Final Listening Exam, Final Exam	The textbook selection for this course will help students begin to develop and utilize cross-cultural competencies in different cultural contexts. It includes elementary cultural readings related to various Hispanic cultures. These linguistically based cultural skills will help language majors/minors being to develop the cross-cultural skills needed to reach the WLC Program SLO 4 by graduation.	Meets Global Perspectives Option 1 Goal > identifying prominent cultural traits and concepts.
	C2 Recognize and understand cultural overviews of the Hispanic world presented in short reading texts.	Homework, Quizzes, Final Exam		Meets Global Perspectives Option 1 Goal > demonstrate sufficient reading comprehension in the language of the target culture
	C3 Identify the basic characteristics that distinguish the Spanish speaking cultures.	Homework, Quizzes Final Exam		
	C4 Identify mayor cultural and socio-historical aspects of the Hispanic world (countries, capitals and geographical location, costumes, food, art and music).	Homework, Class Participation, Quizzes, Oral Presentation, Final Listening Exam, Final Exam		
Technology	T1 Utilize technology and information sources to access news and other historical or cultural information	Homework, Oral Presentation	None	None

Note: At the professor’s discretion, certain assignments may be anonymously collected during this course and used to assess student completion of any of the SLOs mentioned below. Collected items may include: (1) written exams, (2) reading assignments, (3) writing assignments, and (4) video-taped oral presentations.



System of Evaluation

Standards of Measurement			Criteria and Weight	
Performance Description	Grade	Percentage	Class Participation	15%
Excellent	A	93 > 100 %	Homework	15%
	A-	90 > 92 %	3 Quizzes	35% (11.667 % each)
Good	B+	87 > 89 %	Oral Presentation	10%
	B	83 > 86 %	Final Listening Exam	5%
	B-	80 > 82 %	Final Exam	20%
Satisfactory	C+	77 > 79%	Total	100%
	C	73 > 76 %		
	C-	70 > 72 %		
Marginal	D+	67 > 69 %		
	D	63 > 66 %		
	D-	60 > 62 %		
Failing	F	0 > 59 %		



Important Dates

February 17 th , 2023– Quiz 1	March 24 th , 2023– Quiz 2
April 21 st , 2023—Quiz 3	May 1 st and May 3 rd , 2023– Oral Presentation
May 5 th , 2023— Final Listening Exam	May 8 th , 2022 at 12:30 PM —Final Exam



Main Class Components

Class Participation:

You need to attend class in a regular and punctual manner in order to earn a high Class Participation score. Your Participation Grade will be evaluated in accordance with the [General Guidelines for Class Participation](#) and in accordance with the system of [Peer Scoring of Class Participation](#). Your peers and your professor will give you participation scores that will be weighted 60% professor, 40% peers. Try to avoid partial absences (over 15 minutes late), as they will reduce your Peer Scoring to 2.5 for the day.

You will need to document any illness, serious mitigating circumstances, or official university representation in order for your absence to be considered “excused”; this includes Covid-19 related illness, quarantine, and/or isolation. Any “unexcused” absence will result in a 15% reduction in your final Participation Grade. Also, be aware that, if you miss two classes in a row, your professor is required to send an email to absent@mansfield.edu so they administration can follow-up.

Homework and Lab Activities:

It is your responsibility to complete and maintain a record of your homework and lab activity assignments. Most of this will be done electronically for you through the [Blink Learning Center](#) site, but you will send some writing assignments by email. Please, submit your homework assignments or lab in a timely manner. This allows the professor to give you a higher score, track your progress, and provide well-timed feedback. Be aware that any assignment that is turned-in late will not count for full homework credit. If you have problems using electronic media, please, consult with the instructor ASAP. Not knowing how to use the media or incorrectly registering the media will not count as an excuse for late homework.

Quizzes and Final Exam:

You need to take each of the quizzes and Final Exam on the day scheduled for examination. Each quiz and the Final will be comprehensive and accumulative in content and can include true/false, multiple-choice, fill-in the blank answers, as well as short in-class essay. Each Quiz will include a section that assesses your listening comprehension; the Final Exam will not.

If you are absent from any Quiz or the Final Exam, then you will receive a zero--unless you have made a prior arrangement with the professor or can provide the professor with a copy of the signed excuse from a physician, coach or other authority no later than the first-class period following the absence.

You should know that your professor will not “drop” a low Quiz score and infrequently offers extra credit.

Oral Presentation:

Please, refer to the Oral Presentations Guide: [Part 1](#) / [Part 2](#). You will need to make your Oral Presentation on the day scheduled for this presentation.

Final Listening Exam:

Unlike the Quizzes, the Final Exam does not include a listening section to assess your listening comprehension. Due to the length and accumulative nature of the Final Exam, this section has been separated and will be given on a separate date as the Final Listening Exam.



Class Citizenship

Technology:

Cell phones, laptop computers, etc. can be used to complete any class-related activities assigned in class. However, you should refrain from using any form of social media, sending texts or email, or surfing the web for non-course related matters. In order to keep from disturbing others, you should also leave the classroom to accept any emergency cellphone calls. And, in the interest of preserving an effective learning environment, you should turn off your cellphone or set it on “vibrate” during class.

Be aware that your professor can commandeer or ask you to turn off any electronic device for remainder of the course, should it disrupt the class's attention or affect your participation in class activities. He may also reduce your daily Participation Grade by half.

Studying and Notes:

As in Art classes, imitating someone else's success forms an important in language learning— harnessing the power of peer and mentor modelling. While communicative performance depends a lot on practice and peer example, it also hinges on paying attention and taking accurate class notes. So, as much as you are encouraged to learn from your peers, you should also take class notes and expand upon them as soon as possible at home. Before class each day, you should try to review the previous day's notes. And, you should monitor your progress at home, setting up a routine of homework and practice.

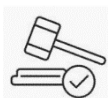
To avoid burnout, you should study in multiple, staggered, short blocks of time. Each block should be no more than an hour and should include 5-to-10-minute breaks. You will see that integrating numerous small blocks of study time into the weekly schedule is empowering.



The Syllabus, Communication, and Expectations

Make sure to monitor your progress and maintain contact with your instructor throughout the course. The professor grades and returns each assignment, but prefers not post grades on D2L. He will share a method of how to calculate them with you or you can make an office visit to discuss them. Any material or record that has been returned to you becomes your responsibility to maintain as a permanent record for the course. You are responsible for picking up/downloading any materials that are made available and/or those that are returned to you throughout class. If you lose these records and the professor does not have a copy of the material, then you could receive a failing grade for the particular activity.

You should periodically check the course web site for any updates to the syllabus and/or class calendar, because you recognize that a syllabus serves as a contractual agreement between you and the Instructor of Record. As such, Dr. William P. Keeth is only person who will issue your course grade. By attending class, you agree to the items and obligations stipulated in the syllabus and agree to any modifications made throughout the semester in class.



Required Language

Students Requesting Academic and/or Access Accommodations:

Commonwealth University at Bloomsburg, Lock Haven, and Mansfield are committed to providing equitable access to educational experiences, campus facilities, and university related opportunities for all students. Disability Services supports these requests for accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you have or believe that you have a disability, please contact the office that corresponds to your campus:

Bloomsburg University - Warren Student Services Room 043, or call [570-389-4491](tel:570-389-4491) for an appointment to discuss your requests

Lock Haven University - 205 Ulmer Hall, or call [570-484-2665](tel:570-484-2665)

Mansfield University - [570-484-2665](tel:570-484-2665) or [570-389-4491](tel:570-389-4491)

Students should contact the Disability Services office during the *first two weeks of classes* or *immediately* upon diagnosis of a disability to ensure accommodations are met in an efficient, appropriate, and timely manner. This ensures the best student learning outcome. Upon qualification, a disability professional will arrange to provide an accommodation letter to the professor that identifies the academic or accessibility adjustments needed. You must contact the Disability Services office to renew accommodation letters at the start of each semester.

Health and Safety Plan for Fall 2022 and the Student Code of Conduct:

Commonwealth University's Student Code of Conduct prohibits the violation of any University policy as well as local, state, or federal laws. Expressly included in this expectation are any federal, state, regional, or local emergency orders or declarations, mandatory policies, or mandatory health advisory requirements, including those made by the University President.

Commonwealth's Health and Safety Guide for Fall 2022 recommends that members of our community comply with certain measures, including social distancing and the wearing face coverings, to help reduce the risk of spreading COVID-19. Adherence to the isolation and quarantine guidance for exposure or if an individual tests positive for the COVID virus is expected of the entire campus community. Social distancing and the wearing of face coverings guidance are based on the recommendations from the Centers for Disease Control and Prevention (CDC) in all buildings and classrooms. Face coverings must cover both the nose and mouth and be of a multi-layer design. KN95 and surgical masks provide the best protection. Neck gators are not acceptable for face covering and should not be used. Students who do not conform any specified university mandate of mitigation actions are in violation of the Student Code of Conduct and subject to the appropriate sanctions. Violations of the student Code of Conduct, will be reported to the Dean of Students Offices at DeanofStudents@bloomu.edu. For more information, please, see the university's Health and Safety Plan at:

Bloomsburg: <https://www.bloomu.edu/coronavirus>

Lock Haven: <https://www.lockhaven.edu/virusinfo/>

Mansfield: mansfield.edu/health

It is important to recognize the critical nature that full compliance with these policies will play in the success of this semester. It must be understood that non-compliance with these policies by just a few could jeopardize the health and safety of the entire community, as well as our ability to continue offering in-person instruction during Fall 2022. Therefore, violations will be treated accordingly. Repeated violations shall result in the appropriate sanctions based upon the circumstances involved. Please note: Students who have medical conditions that prevent them from wearing face coverings or complying with other risk-mitigating mandates must contact the following based on home campus:

Bloomsburg University - Warren Student Services Room 043, or call [570-389-4491](tel:570-389-4491) for an appointment to discuss your requests

Lock Haven University - 205 Ulmer Hall, or call [570-484-2665](tel:570-484-2665)

Mansfield University - [570-484-2665](tel:570-484-2665) or [570-389-4491](tel:570-389-4491)

Statement on Diversity and Inclusion:

At Commonwealth University of PA, we recognize our responsibility to continuously support a living, learning, and working environment that values the diverse contributions from all members of our campus community. Our commitment to diversity, equity and inclusion enriches our campus community and is instrumental to our institutional success. Commonwealth University of PA strives to cultivate a climate that allows all members to embrace diversity, equity and inclusion. We strive to achieve success both in and out of the classroom, in our work responsibilities, and in our professional lives beyond our time at BU/LHU/MU. We uphold our commitment to diversity, equity and inclusion at each campus community by:

- Actively supporting and promoting the intellectual and personal growth of our students, inside and outside of the classroom.
- Providing workshops, trainings, programs designed to broaden the knowledge and understanding of diversity, equity, and inclusion within our campus community.
- Ensuring that all learning and living environments throughout our campus are welcoming and capable of serving all individuals.

Academic Integrity:

Academic Integrity refers to the adherence to agree upon moral and ethical principles when engaging in academic and scholarly pursuits. An act of academic dishonesty involves fraud, deceit, or misrepresentation in attempting to obtain academic credit or influence the grading process by means unauthorized by the course instructor or inconsistent with university policy.

Academic honesty is breached when a student willfully gives or receives assistance not authorized in course work, and/or intentionally fails to adhere to or assists others in failing to adhere to the university policy on academic honesty. The university's academic integrity policy is part of an effort to nurture a community where trust, honesty, and personal integrity guide all of our dealings with one another. Personal integrity is vital to our pursuit of educating and becoming educated. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty.

Attendance Policy:

Regular and punctual class attendance is expected and is the foundation for academic success. When class work is missed due to extenuating circumstances beyond the student's control, the student communicates the need for special arrangements as soon as the need is known. Official documentation is provided to verify the reason for the absence if requested by the instructor. Legitimate excuses may include illness, serious mitigating circumstances, official military service, or official university representation. In these cases, faculty members will permit students to make up all graded course components without penalty in a reasonable manner at a time agreeable to the instructor and student. Students must provide documentation before absences can be excused. All instructors are expected to make their class participation and attendance policies

clear in the course syllabi. Policies stated in syllabi must be consistent with the university's attendance policy. Faculty will accept notification from the Dean of Students or Health Services offices as verification of excused absence for students who are unable to notify faculty through no fault of their own.

Copyright:

Commonwealth University fully supports and adheres to the Copyright laws of the United States and other nations. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to any original work in any tangible medium of expression. Images displayable on computer screens, computer software, music, books, magazines, journals, photographs, and articles are among items subject to copyright. A work need not be explicitly labeled with a copyright notice to be afforded copyright protection. For more information on Copyright please consult the library guides:

Bloomsgburg: <https://www.bloomu.edu/copyright-law-and-fair-use-andruss-library>

Lock Haven: <https://library.lockhaven.edu/copyright>

Mansfield: <http://mansfield.libguides.com/copyright>.

Student Consumer Rights and Responsibilities:

The Higher Education Opportunity Act (HEOA) was enacted in 2008 and reauthorized the amended Higher Education Act of 1965. HEOA requires postsecondary educational institutions to distribute or make publicly available a broad range of information collectively known as Student Consumer Information. Topics covered under HEOA include student financial aid, campus health and safety, student outcomes, as well as general institutional information. For more information, you refer to the following websites:

Bloomsgburg Student Consumer Information website: <https://www.bloomu.edu/higher-education-act-hea-student-consumer-information>

Lock Haven Student Consumer Information website: <https://lockhaven.edu/about/consumerinfo.html>

Mansfield's Student Consumer Information website: <http://mansfield.edu/HEA/>.

Title IX and Protection of Minors Legislation: Reporting Obligations:

Commonwealth University and its faculty are committed to assuring a safe and productive educational environment for all students.

Sexual Discrimination or Misconduct and Title IX Requirements

In order to meet this commitment and to comply with Title IX of the Educational Amendments of 1972, all University officials, volunteers and employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless: 1) they serve in a role that makes such reports privileged or are recognized as providing a confidential resource; or 2) they are a faculty member and learn of the

report from a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project. These reporting exceptions do not apply to report of sexual misconduct involving an individual who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. When a report involved suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all University employees, officials and volunteers are required to notify the University police and the Child Line run by the Pennsylvania Department of Human Services.

Reports regarding Title IX and sexual misconduct should be directed to Title IX Coordinator titleixcoord@bloomu.edu or by completing an online form on the Title IX webpage.

Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual assault and/or harassment can be found at the links below.

Bloomsburg: <https://www.bloomu.edu/offices-directory/title-ix>

Lock Haven: <https://www.lockhaven.edu/hr/titleix/>

Mansfield: <https://www.mansfield.edu/title-ix/>

Protection of Minors Requirements

Faculty members are obligated to report sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. Mandated reporters must immediately make an oral report of suspected child abuse to the Department of Human Services (DHS) by calling 800-932-0313. Immediately following the report to DHS, the mandated reporter must notify Human Resources (570-389-4151), as designated in the University's Protection of Minors Policy. No exceptions apply to this reporting obligation. Detailed information is available at:

Bloomsburg: <https://www.bloomu.edu/prp-2410-background-screening-protection-minors-volunteerism>

Lock Haven: https://lockhaven.edu/about/documents/LHU-48_Minors_Handbook_July2020.pdf

Mansfield: <http://www.mansfield.edu/hr/protection-of-minors.cfm>.