**COURSE GUIDELINES AND SYLLABUS**

**🡪 [PART A]**

\*This syllabus provides pertinent information about class policies and expectations. ***You are responsible for reading it, understanding it, and following it.***

\*You must have **your own computer and Internet access** to take this course (not a friend’s or the library’s, etc.), as well as other required technologies noted herein.

**\*Logging on to our FBGT group’s page is your attendance in this class.** *You are expected to check FBGT a minimum of every other day. Understand that failing to do so may cause you to miss pertinent course information/assignments.*

\*You should plan on spending a minimum of ***4-6 hours per week*** on this course.

 \*iLrn Tech Support: 1-877-282-4400 – Be familiar with this number!

**Course Description:**

This is an online, asynchronous introductory Spanish course designed to develop practical Spanish skills. *Asynchronous means that students work on their own without designated class meetings.*

**🡪 [PART B]**

It is the first semester of Spanish study at the university level. Students who register for SPAN 1001-UA should recognize the value of language study, be genuinely interested in learning to communicate in Spanish, and *fully understand the level of* ***autonomy*** *and* ***self-motivation*** *required to be successful in an online language course.*

SPAN 1001-UA includes the following primary functions:

1. the introduction to Spanish vocabulary, grammar, and communicative

 functions, and

b) the continual review of those structures and functions.

**A. Required Textbook and Auxiliary Materials:**

* *Exploraciones,* Textbook by Blitt and Casas, 2nd Edition, Heinle Cengage Learning, 2015

* A valid access code to the Heinle iLrn SUPERSITE, which contains the required workbook, lab manual, video and other activities.
* Note: All course materials are available at the campus bookstore.

IMPORTANT:  **Do not buy a used book**, as it will be missing most of the components, and in the end you'll end up paying more to purchase the technology separately.

* If you choose to buy directly from the publisher, the website address is:

 <http://www.cengagebrain.com/shop/isbn/9781305252479>

**B. Technology requirements:**

* Digital recorder or similar device.
* USB headset with microphone.
* A computer with an updated operating system (e.g. Windows, Mac, Linux) and an Internet browser (e.g. Mozilla Firefox seems to work best for this course.)
* Basic computer audio/video equipment
* DSL Internet connection or a connection speed no less than 7 MB/s
* YouTube Account (See YouTube Instructions in Section **J**.)

**C. Instructional Technology Tools:**

The following tools must be installed on your computer:

* a media player such as Flash Player or Windows Media Player
* Microsoft Word and PowerPoint

 These tools are already available through the Heinle iLrn Virtual Classroom

* Share-It (Discussion Board)
* Voice Boards

**🡪 [PART C]**

**IMPORTANT: 1.** I am the *course facilitator*. I guide you and help you

 through course material and answer questions about *course subject*

 *matter*. I am **not** Tech Support. (Keep reading!)

 **2.** Heinle Cengage Learning provides technical support **until 8pm nightly**;

 Email bookhelp@quia.com or call toll-free 1-877-282-4400.

 **3.** The following links you to a user guide on creating and

 managing your iLrn account. READ IT:

 <http://ilrn.heinle.com/iLrn_Students_Guide8-7-07.pdf>

**D. Office Hours and Email Protocol:**

* My on-campus office hours are **by appointment** T/Th.

**🡪 [PART D]**

* My distance office hours will be held via our FBGT Group. I will open a post on FB and invite questions and discussion in real time.
* 30 hr. Window for Emails & Messages: Sunday through Thursday, I will respond to emails/messages within 24-30 hours (usually much faster, but understand that the window is up to 30 hours) - hence the importance of NOT procrastinating. *Getting a response over the weekend will be hit-or-miss depending on what I’m doin*g. You know what is due well in advance; it’s your responsibility to stay on schedule and prioritize your time. Don’t wait until the last minute to message me about something that’s due in a few hours or the next day because I may not get back to you in time.

**E. Course Objectives:**

Upon completion of this course, students will be able to speak and write in basic sentences, as well as read certain texts written in Spanish and comprehend some spoken Spanish almost at the paragraph level.

Learning Outcomes and Goals:

1. To converse in Spanish by applying practical vocabulary and syntax in order to communicate basic needs.
2. To understand and respond to simple and practical sentences and questions in the target language.
3. To communicate orally in Spanish, using good pronunciation and intonation.

**F. Instructional Strategies:**

SPAN 1001-UA is student-centered and focuses on collaborative learning, with the instructor acting as a facilitator. Students will use the Spanish language to complete a variety of oral and written tasks using various instructional tools. The instructor plays an active role in monitoring student interaction and providing constructive feedback. The course is run on the Heinle iLrn site and via FBGT, our Facebook group classroom. Students will also create a YouTube account for posting a video.

**G. Organization of Course Material:**

All iLrn chapter course material is open and available online, as students work at their own pace; however, it is divided into 6 chapters (chapters 1-6), each lasting 2 weeks. This format is designed to help students maintain a schedule and be aware that the instructor will spot-check their work and site activity at least every two weeks. iLrn due dates are **every Wednesday, every Thursday and every Monday**, which is when various exercises and quizzes from that 2-weeks will be due. Hence, this is the schedule:

Wednesdays: Vocab/Culture

Thursdays: Intro to Grammar/Partner Activities

Mondays: Grammar Practice/Grammar Review

In addition to iLrn chapter activities, there are **2 quizzes, which have Monday due dates.**

**H. Exercises and Activities:**

Students will engage in a variety of online activities and scheduled assignments that might include reading information in the textbook or on the Internet, watching grammar or vocabulary video tutorials and PowerPoint presentations, viewing video clips, and listening to audio files. Students will be instructed on how to create videos to complete independent speaking assignments, and will record interactive online conversations with other students in the course; both types of recordings are paramount to success in the course.

Bottom of Form

**Important Note:**  Completion of all activities is self-paced; however, all assignments have firm deadlines.

**I. Assessments:**

**1. Facebook Participation *is ongoing****.* 15% of your grade is FBGT “class attendance” participation. If you don’t already have one, you will need to create a Facebook account.

**\**Note that our FB group privacy setting will be set to “secret” as soon as all students have joined.* *\*Also note that you do NOT have to “friend” anyone to participate in this course.*** Once you have an account, locate and request to join our group: “GT Spanish Online Fall 2016” at: <https://www.facebook.com/groups/10850120049174/> \**The group will be open for joining on Monday, Aug. 22nd.* Here’s how it works:

**FBGT will serve as our course “classroom.”** Throughout the semester, I will post announcements, files, and documents in our FB Group. You are expected to follow these announcements and posts as you would information in a classroom. Following directions and keeping up with this page is your attendance. \*NOTE: DO NOT wait for FB notifications to “attend class.” Go on FBGT *at least every other* *day* to assure you don’t miss anything (after all, this is your “class attendance” participation). *YOU SHOULD UNDERSTAND THAT WAITING FOR FB NOTIFICATIONS MAY RESULT IN MISSING PERTINENT COURSE INFORMATION, WHICH MAY AFFECT YOUR GRADE IN THE CLASS.*

**2. iLrn Online Class Activities *have Wednesday, Thursday*** ***and Monday due dates – by midnight that night.*** In each chapter, students will be required to complete a variety of online activities, both oral and written, using a variety of technology tools. Students are expected to actively engage in all class activities.

The Internet component that accompanies the textbook includes two main areas of activities: *textbook* exercises and *activity manual* exercises. Assigned activities must be completed and submitted by the designated deadline. Assigned iLrn activities and due dates are set in the iLrn virtual classroom. Each activity will be computer graded, instructor graded, computer-instructor graded, or completed as credit/no credit. The grade for iLrn chapter assignments is determined by the activities completed and the points earned in both the textbook and manual sections. No credit is given for late work and iLrn will not accept work submitted after the set due date.

**3. Vocabulary Activities** *are due every other* Wednesday *by midnight that night (alternating with #4).* No credit is given for late work and the iLrn system will not accept work submitted after the set due date.

**4. Culture Activities** are due every other Wednesday night (alternating with #3). No credit is given for late work and the iLrn system will not accept work submitted after the set due date.

**5. Intro-to-Grammar Activities** *are due every other* Thursday *by midnight that night (alternating with #6).* No credit is given for late work and the iLrn system will not accept work submitted after the set due date.

**6. Partner Activities** *are due every other* Thursday *(alternating with #5*). You will be assigned a study partner group at the beginning of the course. Students are encouraged to schedule partner study days as soon as possible and mark their calendars accordingly. No credit is given for late work and iLrn will not accept work submitted after the set due date.

**7. Chapter Pruebas (quizzes)** ***have Monday due dates,*** and will evaluate students’ knowledge of vocabulary, grammar, and proficiency in reading and writing, and must be taken on the prueba due date by midnight that night. *YOU ARE EXPECTED TO ADHERE TO THE GT HONOR CODE AND COMPLETE THESE QUIZZES ALONE, WITHOUT NOTES, THE BOOK, OR HELP FROM ANY OTHER SOURCE, INCLUDING YOUR PARTNER GROUP.* Based on chapter material, these assessments will be given in a variety of formats.

* **The chapter quizzes** are taken in iLrn and must be opened and completed one time in the iLrn virtual classroom website. Understand that IF YOU OPEN THEM BEFOREHAND, YOUR GRADE WILL BE A ZERO. Also understand that they will be timed and that you may not be able to complete them without adequate content study and preparation.
* **The video Exam** is a video recording that will evaluate students’ knowledge of vocabulary, grammar and culture, and their proficiency in speaking. Students will create videos of themselves speaking Spanish based on a given theme and time requirement. Students will record and download their video onto Share-It on the iLrn site. *These presentations will be visible to all class members. See instructions below for creating a YouTube account and submitting your video exam for grading.*

**\*Late quizzes and exams will not be accepted and there will be no options for makeups.**

**🡪 [PART E]**

**J. How to Set Up a YouTube Account and Submit Videos for Grading:**

***Set Up Account:***

|  |
| --- |
|  1. Go to [www.YouTube.com/signup](http://www.youtube.com/signup)* 2. Click on the "[Create Account](https://www.google.com/accounts/LogoutWarning?continue=http%3A%2F%2Fwww.youtube.com%2Fcreate_account%3Fnext%3DNone&ltmpl=sso&hl=en_US&service=youtube)" link in the upper- right corner of the home page.
* 3. Fill out the form following the instructions on the Web page.
* 4. Click the "Create New Account and Finish" button.
* 5. Check your email for a YouTube confirmation. Depending on your filter settings, you may need to
* check your junk mail.
* 6. The last step is to go to the Web page noted in the email.

 7. Upload a video***Set Video To Unlisted:***1. Sign in to your YouTube account and click the Account link located (at the top-right of any

 page).1. Next, click the link. Choose the video you want to change and click the Edit button, and then

 choose Info and Settings.1. On the left-hand side of the page (towards the bottom) you'll see Privacy options. Click the little

 black arrow / triangle to expand and see all your privacy options (if it is not already open and  you cannot see your privacy options).1. Set your video to Unlisted.

***Add Video to iLrn Virtual Classroom:***1. Copy/Paste your video link.
2. Attach it to the iLrn site under VIDEO EXAM in Share-It.
 |

**🡪 [PART F]**

**K. How to be successful in this class** ☺**:**

1. **Log onto FBGT almost every day** to make sure you see everything I provide to help you with this class.

1. **Follow your Chapter Checklist line by line!** Literally check items off the list as you complete them.
2. Make it a point to **read and watch ALL FBGT information and videos I post.** I choose them for a reason! ☺
3. **Begin every chapter at the END of the chapter** (on your vocabulary pages). Go through the vocabulary words to get familiar with them. This will help you understand the reading content later.
4. **Make flashcards. MAKE THEM.** In your own handwriting, on your own paper of choice. Spending time to write them out will help you to remember the words faster.
5. **Skim the chapter first** to get an idea of what it’s about. This will help you gauge the level of difficulty and prioritize your time before you begin.
6. As you do your activities, **watch ALL the iLrn GRAMMAR VIDEOS AND MOVIES IN THEIR ENTIRETY.** Use them to kick-start the accompanying exercises. It may seem time consuming, but it’s more time consuming to try to do the activities with no grammar base. ☺
7. As you do your exercises, **TAKE NOTES in your own handwriting on paper.** Studies show that typing on a keyboard does not have the same effect on memory as does the act of handwriting.
8. **Keep a chronological notebook of YOUR NOTES in YOUR OWN WORDS.** Use it to study.
9. **Try to stay a few exercises ahead.** When you complete one day’s exercises, go ahead to the next day and do 4-5 exercises. This will make your due dates seem a little shorter. (If you can stay an entire day or two ahead, that’d be even better because if something unexpected comes up, your activities will be done = no stress. ☺ )
10. When you have trouble remembering a certain word or phrase, try this: grab a sheet of paper and **write it in Spanish over and over again while thinking about the English word that it means.** You don’t have to be neat and use the lines of the paper – just scribble everywhere until you fill one side of it. Use the other side for the next word/phrase.
11. Another way to help you remember words: **make post-it notes and stick them in places you pass several times a day** so you see them repeatedly (even if it’s subconsciously).
12. **Do ALL of the self-tests for each chapter.** Print out your results and review ALL the recommended material. Then make notes in your HANDWRITING.
13. Take advantage of the **PRACTICE TAB** on your main home page in iLrn. Complete all of the corresponding activities at the end of each chapter.
14. **Make good use of your partner group and BE a good partner!** Really participate when you meet. Put in the effort to converse, even if it feels like “kindergarten-level Spanish.” It’s okay! We all start somewhere. ☺
15. Try to **meet on a weekly basis for study and peer support.** The groups who do so report greater progress and less stress.
16. I’m here for you! I’m just a click away, so **send me a message in FB Chat** and that’s what we’ll do – chat. ☺

**L. Grading System:**

iLrn Activities 40%

Quizzes 20%

Video Exam 25%

FBGT Participation 15%

The letter grade is calculated in the following manner:

 100 – 90% = A

 89 – 80% = B

 79 – 70% = C

 69 – 60% = D

 59 – 00% = F

\*A grade of C or better is required to take SPAN 1002, the next course in the language sequence.

\*Students taking this course pass/fail MUST earn a minimum final grade of **70 (C)** to successfully pass the course.

**M. Withdrawing From This Course**:

**Oct. 29th:** Last day a student may drop a course without receiving a grade.

**Attention**: disappearing **without formally dropping a course or withdrawing from the University**, **will result in a 0 on each assignment or test you miss thereafter** and will ultimately result in you receiving a grade of F at the end of the semester. As long as you are on the roster, you will be receiving grades for assignment/quizzes/ tests that you miss. Questions about refund deadlines and policies should be directed to the Office of the Registrar.

**🡪 [PART G]**

**N. Academic Integrity:**

For several activities in this course, you will be asked to work with others; in addition, you are encouraged to form study partners and groups. However,

**any written/oral work that forms the basis of your final grade in the class**

**MUST be your (or your study group’s) own original work. Do not plagiarize.**

This includes all quizzes and homework. I will report any and all indications of academic dishonesty to the Vice Provost of Student Services. I expect you to follow the **Georgia Tech Honor Code** always, throughout your GT experience. Should you have any questions regarding what constitutes "academic dishonesty" in this course, please contact me.

**O. Tutoring:**

* iLrn offers five hours of free **online tutoring** in 20-minute sessions (15 sessions) via the iLrn virtual classroom. *Click on Tutor on your main iLrn page and create an account.*
* ***1-to-1 Tutoring Services*** (Clough Common) offers free tutoring in Spanish most semesters.

**🡪 [PART H]**

\*Use this sheet to fill in and average your grade at any point during the semester. *Understand that the grade in iLrn will not be correct until the* ***VERY END*** *of the course.*

**SPAN 1002-UA Assignment/Grade List**

**(10 Grades in All)**

 **6** CHAPTER MODULES VIA iLrn (multiple activities) 1\_\_\_\_\_\_\_\_\_

 2 \_\_\_\_\_\_\_\_\_

 3 \_\_\_\_\_\_\_\_\_

 4 \_\_\_\_\_\_\_\_\_

 5 \_\_\_\_\_\_\_\_\_

 6 \_\_\_\_\_\_\_\_\_

**2** QUIZZES: 7 \_\_\_\_\_\_\_\_\_

 8\_\_\_\_\_\_\_\_\_

**1** Video Exam 9\_\_\_\_\_\_\_\_\_

**1** FBGT PARTICIPATION 10\_\_\_\_\_\_\_\_\_

**\*Weight Percentages**\*

iLrn Activities 40%

Quizzes 20%

Video Exam 25%

FBGT Participation 15%

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Sample Chapter Checklist

**🡪 [PART I]**

*Chapter Checklist* ☺

**Span 1001-UA: GT Spanish Online**

*\*\*This Chapter Checklist is your best friend.* ☺*Print it out and keep it handy.\*\**

I strongly suggest attaching it to your “work wall” where you can see it at a glance and literally check off items as you complete them.

iLrn Tech Support: 1-877-282-4400

**Intro Week:** (1 week) Mon., August 22 – Sun., August 28th

1. \_\_\_\_\_\_\_ **Join FB** and request to join “GT Spanish Online Fall 2016” (a.k.a. “FBGT”) at: <https://www.facebook.com/groups/1085012004917114/>

\**Check this page at least every other day for important information. Checking FBGT every other day is considered your* ***class attendance****. Understand that failing to do so may cause you to miss pertinent course information/assignments.*

1. \_\_\_\_\_\_\_ Locate the **Chapter Checklist** under FILES on FBGT. Download it. **Print it.** Attach it to your bulletin board/work station. *Check off items as you do them each chapter.*
2. \_\_\_\_\_\_\_ **Join the iLrn supersite.** Use the **iLrn Registration Instructions** located under FILES on FBGT.
3. \_\_\_\_\_\_\_ Read the Intro to iLrn information for instructions on all things iLrn: <http://ilrn.heinle.com/iLrn_Students_Guide8-7-07.pdf>

\*Go through the list on the left to ***learn how to use your eBook.***

1. \_\_\_\_\_\_\_ Once in iLrn, you should see the course calendar. This is your home page. At the top left there are 2 viewing options: “View by Chapter” and “View by Date.” **Use the “View by Date” option.**

1. \_\_\_\_\_\_\_ In iLrn, locate and click on Share-It. Note that this is where you will submit your VIDEO EXAM.
2. \_\_\_\_\_\_\_ In iLrn, locate and click on the Self-Test tab. Note the *pre-test* and *post-test* options.
3. \_\_\_\_\_\_\_ Find your eBook and click on the question mark across the top. Go through the list on the left to ***learn how to use your eBook.***
4. \_\_\_\_\_\_\_ For now, skim Chapter 1 in the eBook to see how it works.
5. \_\_\_\_\_\_\_ **Nothing is due during drop/add week.**

**Chapter 1**: (first week) Aug. 29 – Sept. 5 (Tuesday to Monday)

1. \_\_\_\_\_\_\_ Log onto FB. Check FBGT for announcements, etc. Remember to check this page several times a week for important information.

\**Check this page at least every other day for important information. Checking FBGT every other day is considered your class attendance. Understand that failing to do so may cause you to miss pertinent course information/assignments.*

1. \_\_\_\_\_\_\_ Look over ALL the vocabulary words at the end of the chapter. Become familiar with the words by clicking on them (to listen to them) and by using the **PRACTICE TAB** (one of iLrn's best features) on your main iLrn page to access your flashcards, etc.

3. \_\_\_\_\_\_\_ Read the chapter to get an idea of the grammar concepts covered.

1. \_\_\_\_\_\_\_ Do ***“Vocab Wednesday” Activities*** – by Wednesday, 8-31
2. \_\_\_\_\_\_\_ Do “***Intro to Grammar”* Activities** – by Thursday, 9-1
3. \_\_\_\_\_\_\_ Do “***Grammar Practice”* Activities** – by Monday, 9-5
4. \_\_\_\_\_\_\_ Get in touch with your***partner group***(3 people) and schedule meeting dates/times. \*Follow FBGT for more information.

**Chapter 1**: (second week) Sept. 6 – Sept. 12 (Tuesday to Monday)

1. \_\_\_\_\_\_\_ Do ***“Culture Wednesday”* Activities** – by Wednesday, 9-7
2. \_\_\_\_\_\_\_ Do “***Partner Thursday” Activities*** – by Thursday, 9-8
3. \_\_\_\_\_\_\_ Do “***Grammar Review” Activities*** – by Monday, 9-12 (3 tries permitted. Highest grades calculated.) \*NOTE: THERE ARE MANY; YOU SHOULD DO A FEW EACH DAY.
4. \_\_\_\_\_\_\_ Take the **Chapter 1 pre-test Self-Test**. This will generate a study guide according to your test performance. Review it. **Then take the post-test.**
5. \_\_\_\_\_\_\_ Take the **Chapter 1 timed, *practice* mini-quizzes**.

**¡Capítulo 1 está terminado!! ☺**