

**DEPARTMENT OF MODERN LANGUAGES
AND CULTURAL STUDIES**

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

**2016-2017 SPAN 306 A1: Spanish for Heritage Speakers
(Fall 2016)**

Course Coordinator: Dr. Xavier Gutiérrez

Instructor: xxx

Office: xxx

Telephone: xxxxx

E-mail: xxx

Personal Website: xxx

Fax: 780-492-9106

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.

Learning outcomes:

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

- Discuss and appraise cultural aspects of Spanish-speaking countries
- Use appropriate vocabulary, grammar and spelling in their written texts
- Use appropriate vocabulary and grammar in oral presentations
- Organize their ideas into a coherent written text
- Recognize formal and informal uses of language

Texts:

Required text:

García, H. A., C. Carney, and T. Sandoval (2011). *Nuestro idioma, nuestra herencia. Español para hispanohablantes*. New York: McGraw-Hill College.

Recommended resources:

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	30% (3 compositions x 10% each)	Oct 17, Nov 21, Dec 5
In-class or at-home assignments	5%	throughout the term
Tests	45% (3 tests x 15% each)	Sep 29, Nov 1, Dec 6
Oral presentation	5%	Dates TBA
Group projects	10% (2 projects x 5% each)	Dates TBA
Participation and attendance	5%	

There is no final exam for this course.

Description of Assignments and Tests:

Compositions: You will be asked to write three compositions in class based on topics provided by the instructor. You must indicate the **number of words** at the end of each assignment. Further details will be discussed in class.

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.

Tests: There will be three tests throughout the term. The test will include **all the material discussed in class in relation to the lessons covered up until the date of the test**, including 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.

Oral presentation: You will have to prepare a short presentation about a Spanish-speaking country. The presentation must be in digital format (e.g., PowerPoint), and you will have to present it to the rest of the class. Further details will be discussed in class.

Group projects: These are theme-related projects to be done in groups of two. Examples of these projects include creating promotional posters and brochures, magazine ads, websites, etc. Specific details about the projects and due dates will be discussed in class.

Participation and attendance: Regular daily attendance and active participation in class are essential for optimal performance in a 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 on how actively you participate in class activities (whole class or group activities). 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).

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	%
Excellent. 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	97-100
	A	4.0	93-96
	A-	3.7	90-92
Good. B+, B or B- is earned by work that demonstrates a 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+	3.3	87-89
	B	3.0	83-86
	B-	2.7	80-82
Satisfactory. C+, C or C- is earned by work that demonstrates	C+	2.3	77-79

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.	C	2.0	73-76
	C-	1.7	70-72
Poor/Minimal Pass. 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.	D+	1.3	65-69
	D	1.0	60-64
Failure.	F	0.0	0-59

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 three 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 three, one point out of the five 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 (1-800 SUB; Email sasrec@ualberta.ca; phone 780-492-3381).

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.