

The letter grade is calculated in the following manner:

100 – 93 % = A	82 – 80 % = B-	69 – 67 % = D+
92 – 90 % = A-	79 – 77 % = C+	66 – 63 % = D
89 – 87 % = B+	76 – 73 % = C	62 – 60 % = D-
86 – 83 % = B	72 – 70 % = C-	59% or less = F

V. Assessment:

- Written exams will assess students' knowledge of vocabulary, grammar and culture, and their proficiency in reading and writing. Students are advised to take note now of the written test dates on the syllabus so that these days will not be a surprise. There will be no make-up exams unless there is a valid excuse and arrangements are made with the instructor **prior to the exam**. Written documentation may be required to take make-up exams, which must be taken within three class days of the original exam date.
- Oral exams will assess students' oral proficiency, including listening and speaking skills. These exams will consist of interviews, in-class presentations, online voice messages, or other forms of evaluation. Again, there are no make-up oral exams unless there is a valid excuse and arrangements are made with the instructor **prior to the exam**. Written documentation may be required to take make-up exams, which must be taken within three class days of the original exam date.
- Participation includes actively listening to the instructor and peers, asking questions in Spanish, collaborating in group activities, staying on task when working with partners or in groups, responding to questions, etc. and requires that students prepare appropriately before class. Daily participation helps students develop proficiency in the four skills, and especially in speaking and listening. The participation grade is determined according to attendance, preparation before class, use of Spanish, and contribution to classroom tasks (see attached *Participation Assessment Criteria*).
- In-class activities, assignments, and quizzes may be given at any time. Therefore, students need to keep up with the information covered in class to be prepared for any announced or unannounced quiz. Any aspect of the language that has been studied in class or assigned for homework may be assessed and quizzes may be administered using traditional pen and paper, clickers, Wimba Voice Tools, or other similar tools. **No make-up quizzes are permitted.**
- Homework must be completed regularly and thoughtfully in order to be successful in this course. Speaking and listening activities using Wimba VoiceBoard or VoiceEmail will assist students in developing their oral skills. Additionally, the completion of the assigned online exercises is required and will be computer graded/checked and reviewed by the instructor. After completing an exercise, students will check answers using the computer submittal process. To receive credit, assigned exercises must be corrected, and submitted prior to the designated deadline. In addition, students will write short compositions as assigned during the semester. These compositions must be typed or word-processed unless directed by the instructor.
- The Final Project contains both a written and an oral component. Each student will be required to do individual research on a given topic and then share that information with other members of his/her group. The group will use the research to create a brochure, newsletter, or another written format approved by the instructor. Using the information gathered, each group will also produce a newscast, a radio advertisement, or another oral format approved by the instructor. Both the written and oral project components will be done in stages with multiple drafts and revisions being completed within a given

VI. Special Policies and Needs

- Please do not hesitate to ask for help. If you are confused and need clarification, please notify your instructor immediately and take advantage of the announced office hours. There are also free tutors available through the Language Resource Center (555 Clark Hall). The Resource Center can be reached through the main

Foreign Language Office, Clark Hall 554. A schedule will be posted on the door of Clark 554 and Clark 555. Do keep in mind that the tutors are not allowed to do your homework! They are there to help you understand and practice the material. If you are not able to meet with a tutor during the regularly scheduled time, you may request free one-on-one tutoring sessions at times that fit your schedule. Please contact Jim Karslake (Administrative Assistant and Resource Center Coordinator) at 516-6242 if you would like to make an individual appointment with a tutor.

Dictionaries, networked computers, and other resources are also available in the Resource Center.

- Students are reminded that according to the College of Arts & Sciences, a grade of D- or better is required in Spanish 2101 to satisfy the language requirement. If the instructor believes that a student may be in danger of falling below a D average, the student may be referred to the Center for Student Success (CSS) via the *Early Alert System*. The CSS offers assistance tailored to special instructional needs. Learn about the Early Alert System in the online Student Planner at:

http://www.umsl.edu/studentlife/dsa/student_planner/academics/earlyalert.htm.

- Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Disability Access Services Office in 144 Millennium Student Center at 516-6554 as soon as possible to ensure that such accommodations are arranged in a timely fashion. After contacting this office, please speak with the course instructor so that the necessary arrangements can be made.
- Students choosing to withdraw from class after the first four weeks of class will receive an "Excused" grade, provided they are passing the course at that time. Otherwise, a "Failing" grade is given (See UM-SL Bulletin). Questions about refund deadlines and policies should be directed to the Office of the Registrar.
- No activated pagers or cell phones are allowed in the classroom. Please be considerate and turn off all electronic devices before class and refrain from using them until class has been dismissed.
- Academic dishonesty, such as cheating and plagiarism, is defined in the Code of Student Conduct (see *UMSL Bulletin*) as follows: The term **cheating** includes but is not limited to (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) acquisition or possession without permission of tests, or other academic material belonging to a member of the university faculty or staff; or (iv) knowingly providing any unauthorized assistance to another student on quizzes, tests, or examinations. The term **plagiarism** includes, but is not limited to: (i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference; (ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or (iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

Therefore, in consideration of the above:

- No cheating or plagiarism will be tolerated.
 - The student will receive a grade of zero (0) on the assignment (quiz, homework, take-final exam, composition) for cheating or plagiarism.
 - All dishonesty is required to be reported to the proper University authority.
- The use of any translating software programs (freetranslation.com, babelfish.altavista.com, to name a few, although this list is by no means exhaustive) to complete homework assignments, writing tasks, in class is not permitted. Any materials submitted to the instructor that are found to have been prepared with the assistance of these websites or similar software will receive a grade of zero and will be dealt with in accordance with the above stated academic dishonesty policy.

Spanish 2101 – Fall 2008
Participation Assessment Criteria (*)

Daily participation in class helps students to develop proficiency in the four skills, especially speaking and listening. Participation includes active listening, asking questions, collaborating in group activities, responding to questions, etc. The participation grade is determined according to attendance, use of Spanish and contribution to classroom tasks. At the end of each day the instructor will record the number of points earned for participation. Each day is worth **5 points**.

- 5 Outstanding.** Came to class on time and came prepared (including the assigned homework). Spoke exclusively in Spanish. Always participated in classroom activities and encouraged others to participate. Always listened to classmates and instructor. Always answered questions voluntarily, without being called on.
- 4.5 Very Good.** Came to class on time and came prepared (including the assigned homework). Spoke mostly in Spanish. Always participated in classroom activities and encouraged others to participate. Always listened to classmates and instructor. Answered questions voluntarily and when called on.
- 4 Good.** Came late to class but came prepared (including the assigned homework). Spoke mostly in Spanish. Almost always participated in classroom activities and encouraged others to participate. Always listened to classmates and instructor. Answered questions voluntarily and when called on.
- 3.5 Adequate.** Came late to class but was generally prepared (including the assigned homework). Usually spoke in Spanish. Usually participated in classroom activities and encouraged others to participate. Usually listened to classmates and instructor. Usually answered questions when called on.
- 3 Poor.** Came late to class and/or came unprepared. Rarely spoke in Spanish. Rarely participated in classroom activities or encouraged others to participate. Rarely listened to classmates and instructor. Rarely answered questions when called on.
- 2.5 Deficient.** Came late to class and came unprepared. Rarely or never spoke in Spanish. Was disruptive during classroom tasks. Never listened to classmates or instructor. Never answered questions when called on.
- 0 Absent.** Did not attend class.

(*) Adapted from "Participation Self-Assessment" by Tony Houston, published in *Foreign Language Annals*, vol. 38, no. 3, Fall 2005.

TENTATIVE SYLLABUS
SPANISH 2101 — Fall, 2008
(MTWR sections)

Agosto	18	Introducción al curso, Cap 9, Tema 1
	19	Cap. 9, Temas 1 y 2
	20	Cap. 9, Temas 2 y 3
	21	Cap. 9, Tema 2 y 3
Agosto	25	Examen oral I
	26	Cap. 10, Tema 1
	27	Cap. 10, Tema 1
	28	Cap. 10, Tema 2
Septiembre	1	No hay clase
	2	Cap. 10, Tema 2
	3	Cap. 10, Tema 2
	4	Cap. 10, Tema 2
Septiembre	8	Cap. 10, Tema 2
	9	Cap. 10, Tema 2
	10	Examen escrito I
	11	Cap. 11, Tema 1
Septiembre	15	Cap. 11, Tema 1
	16	Cap. 11, Temas 1 y 2
	17	Cap. 11, Tema 2
	18	Cap. 11, Tema 2
Septiembre	22	Examen Oral II
	23	Examen Oral II
	24	Cap. 12, Tema 1
	25	Cap. 12, Tema 1
Septiembre	29	Cap. 12, Tema 2
	30	Cap. 12, Tema 2
Octubre	1	Cap. 12, Tema 2
	2	Examen escrito II
Octubre	6	Proyecto
	7	Proyecto
	8	Proyecto
	9	Proyecto
Octubre	13	Proyecto
	14	Proyecto
	15	Presentaciones de los proyectos finales
	16	Presentaciones de los proyectos finales