



**Virtual Campus**  
**Syllabus/Course Outline for Online Spanish 1301**  
**Winter Semester 2017**

**Instructor information:**

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Online Office Hours – continuous e-mail access

**Course Title: ELEMENTARY SPANISH 1301 WINTER-CMP 2017 VC01**

**Calendar Dates: 13 November 2017 to 17 February 2018**  
**(an 11 week semester)**

**Catalog Course Description:** Vocabulary, Grammar, Pronunciation, Listening, Speaking, Reading, and Writing in the Spanish Language. We actually learn and practice all of these skills during this online course.

**Prerequisite:** None

**Required Textbook:** You will need to purchase the required passcode or access code in order to get access to the online web site. The materials for the course are contained in a *stand-alone online e-textbook Spanish course*.

**We will use all online materials this semester, and you will not have a hardcopy textbook - only an online "e-textbook".**

Since this is an e-book, there are no "used books" available, and you are not able to share the book with another student.

**The ISBN is 978-1-62680-646-7 for the book/access code, for *Vistas 5e SSPlus(vTxt) + wSAM Code(36M)*.**

You can order the passcode / access code for the "e-textbook" through the **Wayland bookstore** or directly from the publisher at

<https://vistahigherlearning.com/catalog/product/view/id/6508/s/vistas-5th-edition-093/>

**Other required materials for the online component:**

1. a computer with sufficient power and with sound,
2. a basic headset with mike & headphones (or speakers and a mike),
3. quality internet access for watching videos online (WiFi or broadband),
4. an active Wayland e-mail account.

**On the Internet we will use:**

- 1) **The web site for *Blackboard*** at WBU as a framework for the course (syllabus, announcements, assignments, and grades), and
- 2) **The e-textbook website** (tutorials, homework, and tests). We will cover the first four chapters of the e-textbook this semester.

More detailed info will be given on all of these components in the Course Startup Documents.

**Course competencies:** The successful student will be able to:

1. Comprehend basic sentences in the target language.
2. Demonstrate acceptable pronunciation skills in the target language.
3. Identify and use basic grammatical structures of the target language.
4. Develop and demonstrate reading and writing skills in the target language.
5. Grow in understanding and knowledge of the various Hispanic cultures.

**Course requirements and means of assessment:**

You will be expected to complete a variety of practice, listening, speaking, reading, and writing exercises on the course web sites, with points counted for each one. All exercises and exams have specific dates for completion, and will not be available after those dates. **The database we use makes no provision for make-up work or for turning in homework late.**

Be forewarned that **there are several assignments due every week** of the semester, so you will need to set aside sufficient time to complete them before weekly deadlines. ***If you won't have sufficient time to complete the homework on a weekly schedule, then we advise you not to enroll for the course.***

**In order to be successful in the course**, you will need to complete all the weekly assignments on time, and also take the online chapter exams when assigned.

## **GRADE CALCULATION**

You will complete and submit online a number of exercises, recordings, and quizzes throughout the semester, each of which is assigned a certain number of points. At the end of each chapter of ***En Línea***, the points you have earned on the assignments for that chapter will be calculated as the homework grade for that chapter. There will also be a Chapter Exam for each of the chapters we will study this semester. You will thus have two grades for each chapter, one for the homework and one for the chapter exam.

At the end of the semester, all your homework and exam grades for all chapters studied during the semester will be averaged and converted to a letter grade using the following guidelines:

A=90-100 %  
B=80-89 %  
C=70-79 %  
D=60-69 %  
F=below 60%

**Academic Dishonesty:** An online course is in a unique situation in relation to academic dishonesty, as we have to depend somewhat on the basic honesty of the student taking our courses. When discovered, Academic Dishonesty will be dealt with as delineated in the Wayland college catalog (see item below). On the other hand, I prefer to assume that most of our students are mature adults and will use the course to learn and grow in a positive, responsible, and honest manner, without reverting to dishonesty in any form.

This is a commercially created course by a highly respected textbook company, and is considered to be the best course of its type available today for learning Spanish online. We have used the various editions of this e-textbook for several years here at Wayland, with great success. It is well organized, highly informative, challenging, and very effective for learning basic Spanish.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations.

**Grading Criteria:**

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog.

Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Wayland Statement on Academic Dishonesty**

Wayland Baptist University observes a ZERO TOLERANCE policy regarding Academic Dishonesty. Any suspected instance of academic dishonesty, including plagiarism, will first be evaluated by the instructor and discussed individually with the student.

If the instructor determines that a student's actions constitute Academic Dishonesty, the case will be filed with the school dean (as determined by course prefix) and reported to the university executive vice president/provost, as per university policy. All cases of Academic Dishonesty will be reported per university policy as described in the Wayland Academic Catalog, Second offenses will result in suspension from the University.