Spanish 1 aims to develop basic language proficiency to fully prepare students to take higher-level Spanish courses. In this course while developing different language skills, the student will develop understanding and appreciation of the Hispanic culture, will gain vocabulary and learn basic grammar structures that will allow him or her to communicate in real and meaningful situations. In addition, students will also learn and practice Spanish following a communicative language learning approach through a variety of activities such as reading, listening, writing and speaking, which will enable them to communicate in Spanish. Grammar is not taught explicitly in the classroom. However, students are expected to study the material before coming to class. Class time is to be used primarily for oral communication practice. Spanish will be spoken in class 99% of the time.

* This class requires ten outside hours of preparation each week in addition to your five weekly in-class hours.

Required Materials:
- GENTE: Nivel básico 3rd. ed. De la Fuente, Martín Peris and Sans. (Available in various formats at the Student Store on Bancroft (no to be confused with the Cal Student Store).
- Online Student Activities Manual (SAM) to accompany GENTE 3rd. Ed.

Optional Materials:
- Spinelli, E. English Grammar for Students of Spanish, 6th edition

POLICIES AND REQUIREMENTS

A. ACCOMMODATIONS: Any student who feels that s/he may need an accommodation based on a disability should bring the proper documentation from the DSP Office (César Chávez Student Center). It’s responsibility of the student to discuss his or her specific needs privately with the instructor within the first two weeks of classes.

B. ATTENDANCE: THIS COURSE MEETS FIVE DAYS A WEEK AND STRICT ATTENDANCE IS REQUIRED FOR THE ENTIRE SEMESTER. ABSENCES WILL AFFECT YOUR FINAL GRADE. If you miss one class during the first two weeks you will be dropped from the course. If necessary, after the second week of classes, you may be absent three times during the semester without your
grade being affected. Use these three “free” absences wisely. **If you miss class more than three times, then 2%, per additional absence will be subtracted from your final grade in the course,** unless you present legitimate documentation (doctor’s note, letter from your coach, etc.). **Being late twice will count as one absence. A student with twelve or more unexcused absences will receive an F in the course.**

- If you are sick, you must submit a doctor’s note the next day you are back to school.
- If you are an athlete or musician, during the second week of classes, bring a letter with the dates you will be absent. The letter has to be official and written by your coach.

**C. PARTICIPATION:** 5% of your participation grade will be based on your language proficiency (accuracy in language use, pronunciation, syntax, grammar and vocabulary). Grades will be given based on the quality of **active participation** in discussions of the assigned readings and other textbook materials and activities. Active participation means volunteering answers, engaging in pair and group discussions, preparing for class, using the target language, and attending class daily. **Tardiness and absences will negatively affect your participation and final grade.** While mistakes are part of the learning of a foreign language, a lack of preparation will affect your participation grade, so come to class well prepared and participate every day. **Unrehearsed speech is a major component of daily class activities which requires that you do the necessary preparation at home.** Oral participation in Spanish within the classroom, group and class discussions will be encouraged and graded. Likewise, you are expected to listen carefully to what other students are saying and interact with them voluntarily. Every day, at the end of class, you will evaluate your own participation for that day, using the “Hoja de Participación.” Your instructor will collect this page, usually Fridays, and return it to you the following Monday. Your instructor will lower or raise your participation grade if s/he considers your self-evaluation inaccurate, based on the following scale:

**Self-Evaluation Guide**

0  Absent or in class, but speaks English
1  In class for entire period sleeping, doing nothing, not attentive to class
2  In class, but does not participate; or arrives late or leaves early
   (in class for at least 90% of class time)
3  In class for 100% of class time, participates only in class activities, does not volunteer
   (raises hand)
4  In class for 100% of class time, participates, volunteers answers, participates in small
   groups or in class discussion
5  In class for 100% of class time, comes prepared to class, **very good quality** in class and
   small group participation and volunteers answers

**D. HOMEWORK:** This category includes activities from the **Student Activities Manual**, grammar topics to study from the textbook and any other assignments, including writing activities, assigned in class by your instructor. **LATE WORK WILL NOT BE ACCEPTED.**

- In **MySpanishLab** you will find the **ONLINE STUDENT ACTIVITY MANUAL (SAM)** to accompany **GENTE 3rd. Edition**. You are required to complete **all SAM activities indicated in the syllabus and other assigned by your instructor** from chapters 1-10. **DO NOT SKIP ON LISTENING AND PRONUNCIATION WORK AS POOR PRONUNCIATION WILL AFFECT YOUR PROFICIENCY LANGUAGE GRADE. You must turn in all exercises in a timely fashion.** The grade is based on both the completion of the assigned sections and the careful and thorough development of answers to the open-ended sections. **MySpanishLab course has a unique course ID** your instructor will provide you the ID to access the activities. First, you need to register the access code and create your account at
www.myspanishlab.com. Once you login enroll in your course using the ID your instructor gave you.

- **GENTE TEXTBOOK (G):** It is your responsibility to study the grammar in the “yellow pages” and do the homework assigned each day before coming to class. Homework assignments will help you with the acquisition language process.

**E. GRAMMAR:** Grammar is not taught explicitly in the classroom, however students are expected to study and come prepared to class. The grammar from the textbook (“yellow pages”) and SAM SHOULD BE DONE AND STUDIED BEFORE EACH CLASS AS INDICATED IN THE SYLLABUS. In class, you will work on communicative activities: discussions, conversations, pair and group work that require you to practice the grammatical topics studied beforehand. You are expected to use all the grammar and vocabulary you are learning in all your work: compositions, exams, discussions, participation, etc. Sufficient preparation before coming to class is crucial to your success in language development.

**F. WRITTEN ASSIGNMENTS:** As part of your final grade (6%), you are required to write a total of seven “writing assignments” selected from GENTE chapters 4-10 (see syllabus for dates and activities). The written assignments “GENTE QUE ESCRIBE” will give you practice with the new grammar topics and prepare you for the two compositions, for exams and quizzes. Do not skip them. The grading scale is 0 through 2 points per activity based on the quality of your work, language use and organization. Your instructor will underline communication and grammatical problems for you to review, so you can work on your own mistakes. Your instructor will revise the main writing problems in class. It is your responsibility to go-over the problems that were pointed to you in your writing assignments. **LATE WORK WILL NOT BE ACCEPTED.**

**G. QUIZZES:** There will be five quizzes focusing on discrete grammatical points. The quizzes will evaluate the grammar accuracy studied in your textbook and SAM. Quizzes are posted in the syllabus, but you can expect some pop quizzes as well. **THERE ARE NO EARLY OR MAKE-UP QUIZZES, PLEASE DO NOT ASK.**

**H. UNIT TESTS:** There will be three tests. **THERE ARE NO EARLY OR MAKE-UP UNIT-TESTS, PLEASE DO NOT ASK.** The dates are announced in advance and noted in the Syllabus. Exams are both discrete point and performance based. They will include listening and reading comprehension, writing, grammar and vocabulary selected from those covered in the current or past units. All unit tests are comprehensive, although each one will emphasize the material in their corresponding units.

**I. COMPOSITIONS** will be based on written activities assigned in SAM, and GENTE (topics, vocabulary and grammar covered). You will write two compositions, the first version of each composition will be written in class; your instructor will grade and give you comments to work on for the final version. **The grade of each composition will be based on the first version (50 points) and a final version (50 points) of the composition.** In order to get a grade for the second version, yo **THERE ARE NO EARLY OR MAKE-UP IN-CLASS COMPOSITION, PLEASE DO NOT ASK.**

- With the compositions, you are expected to demonstrate your knowledge of the Spanish language and the writing skills learn in this course. For this reason, you will be allowed to use your textbook as the only reference for your first versions. Later in the course, you will receive more detailed information about the procedure for revision and grading criteria.
- Formal compositions will range from 1-1½ pages. For the final versions, only typewritten work will be accepted (typed in 12-point font size and double-spaced with standard margins (1”)). You are required to submit both version of each composition. Compositions that do not meet the length or other requirements will be graded down.
IMPORTANT:
With regard to composition writing, **students should not consult tutors or seek outside help** as the writing is to be entirely the student’s own work; such help is inconsistent with the process of writing. **Any outside help is considered unacceptable collaboration and will be dealt with accordingly.** If you need help to write or edit your compositions, talk to your instructor immediately. If your work needs extensive re-writing, you must go to your instructor office hours to discuss it before revising.

You must read the University's policy regarding academic dishonesty ([http://campuslife.berkeley.edu/conduct/integrity](http://campuslife.berkeley.edu/conduct/integrity)) also reproduced on the last page of this syllabus. Sign it to acknowledge that you have read and understood what is meant by academic dishonesty. You must also sign the pledge to turn in only work done on your own. Turn in this page to your instructor within the first week of class.

J. ORAL EXAM: There will be a final oral exam during the last week of classes. **DO NOT MAKE ANY ARRANGEMENTS THAT WOULD PREVENT YOU FROM BEING PRESENT AT THAT TIME.** The oral exam will consist of a 10-12 minute spontaneous conversation with a partner covering the topics and structures you have learned throughout the semester. Criteria for evaluation will be: content, accurate use of vocabulary and grammatical structures learned in class, as well as pronunciation, fluency, and your ability to communicate and deal with unrehearsed speech.

K. WRITTEN FINAL EXAM: The final exam, like the unit tests, will be comprehensive based on the content of the textbook and workbook. It will include reading comprehension, writing, grammar, and vocabulary covered in the course. **THE DEPARTMENT DOES NOT GIVE EARLY FINAL EXAMINATIONS. DO NOT SIGN UP FOR THIS COURSE IF YOU HAVE COMMITMENTS THAT CONFLICT WITH THE FINAL EXAMS SCHEDULE.**

**Final Exam: Group 10 Wednesday, December 16th, 11:30 a.m. -2:30 p.m.**

- Only one conflict exam is offered on Wednesday, December 16th, 8:00-11:00 a.m. You may not take the conflict exam because it is more convenient. Only those students who, according to the schedule of classes, have another officially scheduled final exam at the same hour, as the regular exam (group 10) will be permitted to take the conflict exam. If this is the case, **you need to notify your instructor during the first two weeks of classes. Verification in the form of a hard copy of your final exam schedule with your full name will be required.** You also will have to present a picture ID on the day of the conflict exam. Please keep the above information in mind when enrolling in this course and in other courses or when making your vacation or travel plans. **NO EARLY EXAMS WILL BE GIVEN FOR ANY REASON. NO EXCEPTIONS TO THIS DEPARTMENT POLICY. PLEASE DO NOT ASK.**
- If you are a student that requires special accommodation for the final exam, it is your responsibility to talk to your instructor during the first two week of classes.
L. GRADE DISTRIBUTION and GRADING SCALE: Grades will be computed on a percentage basis and will not be rounded. The grade will be based on preparation, participation and attendance, homework, individual and group presentations, compositions, quizzes, oral and written exams. The grade distribution is as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Unit tests (3)</td>
<td>27%</td>
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<tr>
<td>Compositions (2)</td>
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<td>Composition 1</td>
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<tr>
<td>Composition 2</td>
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<td>Homework and quizzes</td>
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<td>SAM</td>
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<td>Quizzes</td>
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<td>Written assignments (G)</td>
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<tr>
<td>Participation &amp; Oral Proficiency (5% each)</td>
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<tr>
<td>Oral exam</td>
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<tr>
<td>Final exam</td>
<td>16%</td>
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**P/NP Undergraduates must receive a minimum of 70% (C-) to receive a Pass (P).**

**S/U Graduates must receive a minimum of 80% (B-) to receive a Satisfactory (S).**

**IMPORTANT: NO GRADES WILL BE ROUNDED AND NO EXTRA CREDIT ASSIGNMENTS WILL BE ALLOWED. NO EXCEPTIONS. THIS IS A DEPARTMENT POLICY.**
<table>
<thead>
<tr>
<th>semana</th>
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<tr>
<td>1 8/26-28</td>
<td>XXX</td>
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<td>Introducción al curso</td>
<td>C. 1</td>
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<td>2 8/31-9/4</td>
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<td>LABOR DAY, DÍA FERIADO. NO HAY CLASES.</td>
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<td>C.4 Quiz 3 G. p.68 Actv. 4-25</td>
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<td>7 10/5-9</td>
<td>C.5 G. p.86 Actv. 5-22</td>
<td>Composición #1 en clase.</td>
<td>C.6 Quiz 4</td>
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<td>8 10/12-16</td>
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<td>REPASO EXAMEN 2 Caps. 5-7</td>
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<td>11 11/2-6</td>
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<td>12 11/9-13</td>
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<td>C.10 DÍA FERIADO: DÍA DE LOS VETERANOS NO HAY CLASES</td>
<td>C.10</td>
<td>Composición #2 en clase</td>
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<td>13 11/16-20</td>
<td>C.10</td>
<td>C.10 Quiz 5 G. p.176 Actv. 10-21</td>
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<td>14 11/23-27</td>
<td>EXAMEN 3 Caps. 8-10</td>
<td>Práctica para los exámenes orales NO HAY CLASES.</td>
<td>DÍA FERIADO: DÍA DE ACCIÓN DE GRACIAS NO HAY CLASES</td>
<td>DÍA FERIADO: DÍA DE ACCIÓN DE GRACIAS NO HAY CLASES</td>
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<tr>
<td>15 11/30-12/4</td>
<td>Exámenes orales Entrega la versión final de la composición #2</td>
<td>Exámenes orales</td>
<td>Exámenes orales</td>
<td>REPASO FINAL</td>
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The following information on academic dishonesty has been reproduced from:

**Cheating**

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question, such as:

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating answers with another person during an exam.
- Preprogramming a calculator to contain answers or other unauthorized information for exams.
- Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
- Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service.
- Submission of the same assignment for more than one course without prior approval of all the instructors involved.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.
- Taking an exam for another person or having someone take an exam for you.

**Plagiarism**

Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source, for example:

- Wholesale copying of passages from works of others into your homework, essay, term paper, or dissertation without acknowledgment.
- Use of the views, opinions, or insights of another without acknowledgment.
- Paraphrasing of another person’s characteristic or original phraseology, metaphor, or other literary device without acknowledgment.

Any student engaging in either of the above forms of academic dishonesty will receive a zero in the assignment and possibly an F in the course. The student may also be reported to pertinent University authority, who may impose further consequences, such as suspension or expulsion from the University.

I have read and understood the above

_________________________  ______________________
Student's signature          Print your name

I pledge that all work turned in to my instructor will be entirely my own

_________________________  ______________________
Student's signature          Print your name