

# SPAN 112 Elementary Spanish

School of Languages & Cultures

**Trimester 2 2008**

**18 Points**

Please read through this material very carefully in the first week of the course, and refer to it regularly.

## STAFF

VZ 501	Dr Sarah Leggott	Programme Director	ph. 463 5765
VZ 503	Dr Nicola Gilmour	Senior Lecturer	ph. 463 5296
VZ 502	Dr Miguel Arnedo-Gómez	Lecturer	ph. 463 5602
VZ 505	Dr Carolina Miranda	Lecturer	ph. 463 5647
VZ 709	Teresa Neches	Senior Tutor	ph. 463 6457
VZ 709	Raquel Direnzo	Senior Tutor	ph. 463 6457
VZ 709	Mariana Lazzaro	Senior Tutor	ph. 463 6457
VZ 610	Nina Cuccurullo	Administrator	ph. 463 5293

(Nina's hours are 8.15 to 4.15 Monday to Friday.)

SLC Contact Person for Maori and Pacific Students

VZ 613 Dr Richard Millington ph. 463 5976

SLC Co-ordinator for Students with Disabilities

VZ 613 Dr Richard Millington ph. 463 5976

Mariana Lazzaro is the Course Co-ordinator for SPAN 112. The tutorials and audiovisual classes are taught by Raquel Direnzo and Teresa Neches. Lecturers and Senior Tutors are available for student consultation at times indicated on the doors of their offices.

## CLASS TIMES AND ROOMS

There are five scheduled contact hours per week. Please note that oral and audiovisual classes start in the second week of the trimester. **Students must bring the text book and exercise manual to all classes.** Please note that cell phones and pagers should be switched off for the duration of all classes.

### Lectures

Monday, Thursday and Friday 2.10pm – 3.00pm in HM (Hugh Mackenzie) LT105.

### Tutorials

You must also attend one oral class, at one of the following times:

Mondays	1.10pm - 2.00pm in VZ 515
	3.10pm - 4.00pm in VZ 515
	4.10pm - 5.00pm in VZ 515
Thursdays	1.10pm - 2.00pm in VZ 515
Fridays	11.00am - 11.50am in VZ 515

### Audio Visual Classes

You must also attend one audiovisual session, at one of the following times:

Mondays	11:00am - 11:50am in VZ 515
Tuesdays	9.00am - 9.50am in VZ 515
	10.00am - 10.50am in VZ 515
	11:00am - 11:50am in VZ 515
Fridays	10:00am - 10:50am in VZ 515

Students must choose tutorial and audiovisual class groups by signing on the lists posted on the Programme noticeboard located outside VZ 515 on Tuesday morning of Week 1. You must remain in your allotted group for the whole course, unless a change is authorised by the Course Co-ordinator.

## COURSE CONTENT

It is a course for continuing students, which aims at developing further the four skills of oral comprehension, reading comprehension, speaking and writing. It extends the study of elementary grammar to include the forms and simple uses of the present subjunctive.

## COURSE AIMS AND OBJECTIVES

The objectives of the course are as follows. Upon completing the course successfully you will be able to:

- (i) understand and reproduce in both written and spoken Spanish a wide variety of grammatical structures using a basic vocabulary;
- (ii) communicate simply but effectively in a range of situations connected with daily life;

- (iii) express yourself, orally and in writing, on your activities and interests;
- (iv) read simple written Spanish with relative ease;
- (v) write simple Spanish from dictation;
- (vi) read aloud simple passages with fluency and accurate pronunciation;
- (vii) understand simple Spanish spoken at a reasonable speed;
- (viii) demonstrate some knowledge of aspects of Hispanic culture.

Spanish is, as far as possible, the language used in all contact hours for most activities.

The assessment of the oral class work takes account of each student's preparation, contribution and performance in reading and communicative skills (objectives i, ii, iii, vi and viii). The audiovisual tests relate to objectives v and vii. The written test and final written exam verify in particular students' knowledge of morphology and syntax (objective i), and their knowledge of the grammar and vocabulary necessary to write on certain topics (objectives ii, iii and viii).

### EXPECTED WORKLOAD

The Humanities and Social Sciences Faculty Committee on Workloads and Assessment has laid down guidelines as to the number of hours per week which students are expected to devote to a course in order to maintain satisfactory progress. Students enrolling in a 100-level 1-trimester 18-point course should work on average 12 hours per week including contact hours - i.e., in the case of SPAN 112, students should allow for 7 hours of private study outside class time.

### TEXTS

Bill Van Patten, James F. Lee and Terry L. Ballman, ¿Sabías que . . .?: Beginning Spanish, 4th edition (McGraw Hill, 2004). The textbook is accompanied by two workbooks/laboratory manuals.

### ASSESSMENT

Assessment for SPAN 112 is as follows:

Written Test	20%
Assignment (300 words)	10%
Listening Comprehension Test 1	7.5%
Listening Comprehension Test 2	7.5%
In-class oral assessment	5%
Oral Test	10%
3-hour final written examination	40%

The relevant dates for the pieces of assessed work are detailed in the Course Programme. Corrected work will be handed out in classes. If not collected in class, students will be able to collect it from the SLC Reception area on the 6<sup>th</sup> floor of Von Zedlitz. Uncollected work will be destroyed 3 months after the date of the final written test.

## PENALTIES

The due dates for the assignments given in the Course Programme must be adhered to. Although work may be accepted late in special circumstances, the Course Co-ordinator should always be contacted on or before the due dates if there is a problem. The penalty for work presented late without prior approval is a 5% deduction per day.

**Please note that no work for assessment will be accepted after 17 October.**

## MANDATORY COURSE REQUIREMENTS

In order to pass SPAN 112, students are required to do the following, unless specific exemptions have been agreed to:

- (i) attend a minimum of 80% of the audiovisual classes (8 classes);
- (ii) sit the written test on the date indicated;
- (iii) complete the written assignment by the due date;
- (iv) attend the oral test at the appointed time;
- (v) sit the 3-hour final written examination.

Note that attendance at the oral tutorials is not a mandatory course requirement; nevertheless 5% of your final grade depends upon attending a minimum of 8 of these classes. A lower attendance will result in a reduced mark.

To pass SPAN 112 a student must meet the mandatory course requirements and achieve at least an average of "C" over all the assessment. Students who gain at least 50% of the course marks, but fail the course due to not satisfying a mandatory course requirement, will receive a K grade. Students who gain less than 50% will receive a D or an E grade, whether or not they have completed the mandatory course requirements.

The relation of grades to percentages, for any work for assessment and for the course as a whole, is as follows: A+ (85-100%), A (80-84%), A- (75-79%), B+ (70-74%), B (65-69%), B- (60-64%), C+ (55-59%), C (50-54%), D (40-49%), E (0-39%).

## STUDENT REPRESENTATIVES AND STUDENT EVALUATIONS

In the second week of lectures, staff will facilitate the election of a class representative. Student representatives are a valuable means of communication between teaching staff and students. In addition students can approach any member of staff individually to talk about the course as a whole, any particular aspect of it, or their own individual progress.

At the end of the course students may be asked to fill out questionnaires prepared by the University's Teaching and Development Centre. These questionnaires relate either to the course, or to an individual lecturer's contribution. They are an important part of the University's

accountability process, and the results are helpful in the University's attempts to maintain and raise the standards of the education it offers.

### **COMMUNICATION OF ADDITIONAL INFORMATION**

The Spanish noticeboard is in the corridor outside the Spanish Seminar Room (VZ 515). Additional information or information on changes will be conveyed to students either via class, noticeboards, Blackboard, or email.

### **SPANISH CLUB STUDENT ACTIVITIES**

All students of Spanish are encouraged to join the Spanish Club and to participate in the social and cultural events organised. A noticeboard for the Spanish Students' Club is in the Spanish library (VZ 606). Spanish newspapers and magazines are available in the Spanish Library and may be taken away, but should be signed for in the book, which is held in the Library.

### **PRESENTATION OF ASSIGNMENTS**

Tidy presentation of assignments is essential. Work may be typed or neatly handwritten. Crossings-out indicate that a piece of work is still at draft stage. Allow space for corrections: leave a 4-centimetre margin and write on alternate lines (or double space if typing). Do not write in pencil. All assignments must include a cover sheet available from SLC Reception. Assignments are to be handed in to the Spanish Programme assignment slot located to the left of the SLC Reception area on the 6<sup>th</sup> floor of Von Zedlitz. Please note that up to a maximum of 5% may be deducted for poorly presented assignments.

### **TESTS AND IMPAIRMENT**

The dates of the tests given in the Course Programme must be adhered to. You should always sit a test if humanly possible, obtaining a medical certificate if you wish to claim impairment. If you sit the test but believe your performance has been radically affected by some medical or other factors, inform the Course Co-ordinator immediately. If you fail the test, you may be able to claim impairment.

If it is quite impossible to sit a test, for severe medical, personal or family reasons, you should do everything possible to notify the Course Co-ordinator, if necessary through the Administrator, before the test, or to get a friend or family member to do so on your behalf. Only in cases of severe illness or other exceptionally difficult circumstances, which must normally be documented, can the Programme consider allowing students to sit a test at a different time from that indicated.

### **THE LANGUAGE LEARNING CENTRE**

The Language Learning Centre (Level 0, von Zedlitz Building) facilitates independent learning and supports the teaching of languages. The LLC is a friendly and supportive environment where you

can immerse yourself in language and culture through access to a variety of multimedia language resources: everything from print, audio, DVDs, comprehensive computer software and access to live satellite TV in several languages. Enjoy the freedom to choose and direct your own learning: you select the materials and activities that you find interesting, which help you meet your needs and suit your learning style. Make time to study at the LLC regularly and you will reap the rewards of higher academic success. In SPAN 112 the audiovisual classes are based on the recorded material accompanying each unit of ¿Sabías que? Copies of this material are held in the Language Learning Centre, and students are encouraged to set aside a regular hour every week to complete or re-do the listening exercises on a self-access basis.

## **ACADEMIC INTEGRITY AND PLAGIARISM**

Academic integrity is about honesty – put simply it means no cheating. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as: The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff. It is still plagiarism even if you re-structure the material or present it in your own style or words. Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include: an oral or written warning, cancellation of your mark for an assessment or a fail grade for the course, suspension from the course or the University. To find out more about plagiarism, and how to avoid it, go to the University's website: [www.victoria.ac.nz/home/studying/plagiarism.html](http://www.victoria.ac.nz/home/studying/plagiarism.html)

## **GENERAL UNIVERSITY REQUIREMENTS, POLICIES AND STATUTES**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* available in hardcopy or under "about Victoria" on the Victoria homepage at:

[http://www.victoria.ac.nz/home/about\\_victoria/calendar\\_intro.html](http://www.victoria.ac.nz/home/about_victoria/calendar_intro.html). Information on the following topics is available electronically under "Course Outline General Information" at: <http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#general>

Academic Grievances	Meeting the Needs of Students with Impairments
Student and Staff Conduct	Student Support

## COURSE PROGRAMME

Week	Date	Unit	Class	Topic	
1	July 7	Lección 10 Lección 10	Lecture 1 Lecture 2 Lecture 3	Introduction to the course Talking about how someone feels. Reflexive Verbs “faltar” y “quedar” The use of the Imperfect for habitual actions	NO TUTORIALS OR AV CLASSES THIS WEEK
2	July 14	Lección 11 Lección 11 Lección 11 Lección 10 Lección 10	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 1	Talking about relaxation Leisure Activities in the Past (Preterite) Tense Narrating in the Past. Using both Preterite and Imperfect Oral communication activities Activities from Manual (Second Part)	
3	July 21	Lección 12 Lección 12 Lección 12 Lección 11 Lección 11	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 2	Imperfect forms of verbs ir, ser y ver Telling others what to do Telling others what not to do Oral communication activities Activities from Manual (Second Part)	
4	July 28	Lección 13 Lección 13 Lección 13 Lección 12 Lección 12	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 3	Describing personalities Introduction to Present Perfect More verbs with reflexive pronouns Oral communication activities Activities from Manual (Second Part)	
5	August 4	Lección 14 Lección 14 Lección 14 Lección 13	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 4	More adjectives to describe people Introduction to the Conditional Tense and Past subjunctive. Direct and Indirect Object Pronouns: revision Oral communication activities AV Test 1	AV TEST 1: (7.5%) Held in the scheduled AV classes

6	August 11	Lección 14 Lección 13	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 5	REVISION REVISION WRITTEN TEST Oral communication activities Activities from Manual (Second Part)	WRITTEN TEST 1: (20%) Friday 15 August, 2pm
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**MID-TRIMESTER BREAK (18 AUGUST – 31 AUGUST)**

7	September 1	Lección 15 Lección 15 Lección 15 Lección 14 Lección 14	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 6	Telling where things are. Directions Estar + Adverbs of location Por and para Oral communication activities Activities from Manual (Second Part)
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8	September 8	Lección 16 Lección 16 Lección 16 Lección 15 Lección 15	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 7	Talking about clothing More on reflexive verbs. Formal commands Review of the conditional Oral communication activities Activities from Manual (Second Part)	ASSIGNMENT (10%) Due Thursday 18 Sept at 5pm.
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9	September 15	Lección 17 Lección 17 Lección 17 Lección 16 Lección 16	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 8	Talking about professions: qualities and abilities The subjunctive mood (I) The subjunctive mood (II) Oral communication activities Activities from Manual (Second Part)
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10	September 22	Lección 18 Lección 18 Lección 18 Lección 17 Lección 17	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 9	Introduction to the simple future tense The subjunctive mood with expressions of uncertainty Talking about the future Oral communication activities Activities from Manual (Second Part)
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11	October 1	Lección 18	Lecture 1 The subjunctive mood (III) Lecture 2 REVISION Lecture 3 REVISION	AV TEST 2 (7.5%) Held in the scheduled AV Class
		Lección 17	Tutorial Oral communication activities AV 10 AV Test 2	

12	October 8		Lecture 1 REVISION ORAL TEST (10%, dates and times to be confirmed)	NO TUTORIALS OR AV CLASSES THIS WEEK
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**FINAL WRITTEN EXAMINATION to be held during the Examination Period**

**(17 OCTOBER 2008 - 8 NOVEMBER 2008: date to be advised)**