Bienvenidos a Español 104/104G: Beginners’ Spanish 1

COURSE COORDINATOR
Prof. Christine Arkinstall  c.arkinstall@auckland.ac.nz  Arts 2, 404  DD: 09-9238707

AIMS OF THE COURSE
This course is for students who have no previous knowledge of the Spanish language, that is, true beginners. It helps them acquire basic linguistic structures and develop conversational competence. The four language skills —speaking, listening, reading, and writing— and knowledge of the cultures and traditions of Spain and Spanish America are integrated into the four class hours per week. Language learning is reinforced through in-class practice, audio-visual activities, aural and reading comprehensions, homework assignments, and independent work using a richly populated course website. Attendance at all lectures is strongly recommended in order to benefit from interactive activities which help develop communicative skills and ensure steady progress.

There is extensive exposure to Spanish in class so that you become acquainted with its sounds and rhythm, and start building the vocabulary and grammar that you need to express yourselves in this language. We begin by learning how to greet people, introduce ourselves, and provide basic personal information such as occupation, nationality, and phone number. We journey through the Spanish-speaking world to discover how to talk about locations (e.g. the city and house where we live and the place where we work) and how to give and ask for directions to go from one place to another. We then learn to talk about the food we like and how to order it at a restaurant, how to describe the physical appearance of people as well as their personality, and how to shop for clothing and describe what people are wearing. Lastly, we learn to narrate the activities of our daily routine and how to break away from it by making invitations to different types of social event.

Lessons are interactive, with opportunities for you to practice in pairs, small groups, or the whole class. By the end of the course you should have a solid grounding in the basic grammar and vocabulary of Spanish, be able to hold a conversation on contemporary topics, and provide for the necessities of daily life.

ELIGIBILITY
*True beginners
This course is for true Spanish beginners. Accordingly, students who have achieved 16 credits in Level 2 NCEA Spanish within the last two years are not eligible to take it; they must enrol in SPANISH 105 instead.
**Enrolling in Spanish language courses for the first time**

If you have no or limited knowledge of Spanish, please enrol in SPANISH 104 or SPANISH 104G. The University may cancel your enrolment at any time if you are found to have prior knowledge or study in the language.

If you have studied Spanish before or know it from home, please apply for an enrolment concession for the course that is most appropriate for your level of knowledge. You might be prompted to sit a placement test.

**General Education**

Students who want this course to count for General Education must enrol in SPANISH 104G. If you take SPANISH 104G and decide later on that you want to take additional Spanish courses you can. Simply go to the Arts Students’ Centre to get form AS81 and they will tell you how to proceed.

**Time Investment**

SPANISH 104 has 4 contact hours per week. Attendance at all lectures is essential in order to have oral practice and gain communicative skills. Language acquisition builds on previous knowledge and you cannot cram at the end. Daily study for short periods of time to memorise vocabulary and verbs offers the best strategy for success; it enables you to structure and build on your study efficiently. For each class hour you should study one hour at home. In all, with classes and personal study, you should spend **10 hours per week on Spanish 104**.

**Course Assessment**

60% of the final mark is based on course assessment and the remaining 40% corresponds to the final written examination.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>3 @ 5%</th>
<th>15%</th>
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<tbody>
<tr>
<td>In-class tests</td>
<td>2 @ 10%</td>
<td>20%</td>
</tr>
<tr>
<td>Canvas quizzes</td>
<td>2 @ 2.5%</td>
<td>5%</td>
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<tr>
<td>Oral test</td>
<td>1 @ 20%</td>
<td>20%</td>
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<tr>
<td>Final examination</td>
<td>1 @ 40%</td>
<td>40%</td>
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**Assignments** (Tareas)

There are 3 graded written homework assignments, each worth 5%. They will be posted on the course website on the dates specified in the course outline.

Turn in your Tarea directly to your teacher within the first five minutes of class on the day when it is due. In the event that you cannot come to class, submit your homework at the Arts Assignment Centre (Level 4 of the Social Sciences Building, 201E-413) before 4pm on the due date. An assignment cover sheet is required for all assignments submitted in hard copy. Please keep copies of your marked assignments in case of an error in Canvas.

**In-class tests** (Pruebas)

Two in-class tests are scheduled; one during Week 5 (Unidades 1-3) and the other one during Week 10, (Unidades 4-6). Each is worth 10%. A certain percentage of written and audio material for these tests will be taken from seen work, covered in the main text of Nuevo Ven 1 and/or from the practice exercises set from the Cuaderno (workbook).

**Canvas quizzes** (Pruebas de Canvas)
You have 2 Canvas quizzes in this course, each worth 2.5% of your final mark. Please see section below for full details.

**Oral test** (Prueba oral)
Your oral test, worth 20%, will be held in class time during Week 12. It involves reading a dialogue out loud, responding to questions on topic covered in the course, and performing a communicative situation with a partner. Details about the procedure can be found in the Course Information module of the course website. **Important:** A prerequisite for the oral test is to have a **minimum class attendance of 80%**. Thus, students who have accumulated 9 unjustified absences by Week 11 are not entitled to sit the oral test in Week 12.

**Final examination** (Examen final)
The final examination schedule is publicised on the University website and should be consulted for any changes. The venue for the written exam will be posted by University Administration the day of the exam. Your final written exam is worth 40% of the final mark. For past exam papers see http://librarysearch.auckland.ac.nz/primo_library/libweb/action/search.do?mode=Basic&vid=UOA2_A&tab=course_resources&
Note: According to University regulations, in courses where there is a final written exam, you must sit it in order to have the possibility of passing the course. Some students have believed that it is possible to pass the course by doing well on coursework alone. This is not so.

No final exam → No pass

**HOW TO ACCESS CANVAS**
- On any internet capable computer, browse to https://canvas.auckland.ac.nz. You will need your username and password (If you do not know them, visit https://iam.auckland.ac.nz/ or stop by the Kate Edgar Information Commons Help Desk with your ID card.)
- Your username is your UPI
- Your password is your Netaccount password
- Click LOGIN
- Select SPANISH 104/104G from the dashboard

**INFORMATION ABOUT CANVAS QUIZZES**
The questions for the two Canvas quizzes will be drawn from those in the multiple-choice practices (Prácticas) that are provided for each Unidad.

Twice during the course certain Prácticas will be closed for several days and you will sit a 25-minute quiz in Canvas. For each quiz, you can make TWO ATTEMPTS and the higher of the two scores will be the one counted. The schedule is as follows:

<table>
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<tr>
<th>Canvas Quiz 1: (Week 6)</th>
<th>9.00am, Monday 26 August – 6.00pm, Friday 30 August</th>
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<tr>
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<td>During this period, the Prácticas corresponding to Unidades 1-4 will be closed.</td>
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<tr>
<th>Canvas Quiz 2: (Week 12)</th>
<th>9.00am, Monday 21 October – 6.00pm, Friday 25 October</th>
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<tr>
<td></td>
<td>During this period, the Prácticas corresponding to Unidades 5-8 will be closed.</td>
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**Technical issues**
Canvas is available from any internet capable computer. If the computer or network connection fails during the test, try refreshing the browser. You can resume the test at another time if the remaining time allocation has not expired.
If you cannot complete the test due to technical issues, click on the Help button in Canvas and select “Ask your instructor a question”. This will enable you to send a message to the Course Coordinator, Prof. Christine Arkinstall. Explain your situation; say what stream you are enrolled in and give a brief description of your problem. If you fail to report the problem within the timeframe of the test, no provision will be made for you to take it at a later time.

**Faculty of Arts computer labs**
If you want to sit the Canvas quizzes on campus, you can go to any of the computer labs listed below. They are available Monday to Friday 8:30am to 5:00pm*.

| Human Sciences Building East Wing (201E), 4th Floor, 10 Symonds Street: |
|-------------------|-----------------|
| Room 411          | Language Lab    |
| Room 411A         | Translation Lab |

| Human Sciences Building East Wing (201E), 1st and 2nd Floors, 15 Wynyard Street: |
|-------------------|-----------------|
| Room 151          | Self-access Lab |
| Room 160          | iMac Multimedia Lab |
| Room 259          | Computer Lab    |

| Fale Pasifika (274) 20 Wynyard Street: |
|-------------------|-----------------|
| Building 274      | Multimedia Lab  |

*Course bookings may prevent access except in the 201E-151 Self-access Lab. Student computers are also centrally available at the Kate Edgar Information Commons, Corner of Alfred and Symonds Streets.

**How to sit the Canvas quizzes**
- Log into Canvas
- Select SPANISH 104/104G from the dashboard
- Click on Quizzes on the side navigation
- Click on Canvas Quiz 1 OR Canvas Quiz 2, as required
- Click on Take the Quiz.
- Make your answers by clicking the button beside the correct alternative, then click on the right arrow to move to the next question
- When all questions are completed, click on Submit Test.

**LANGUAGE ACQUISITION RESOURCES**

*Prescribed Textbook*
_Nuevo Ven 1. Libro del Alumno._ It comes with two CDs for audio practice. In SPANISH 104/104G, we cover Unidades 1-8. If you continue into SPANISH 105, you will cover Unidades 9-15 there.

*Prescribed Workbook*
_Nuevo Ven 1. Workbook_ (Unidades 1-8). It comes with one CD for listening exercises. The answers to the questions are provided on pages 62-64 so that you can check the accuracy of your work.

**Bring your textbook and workbook to class**, as you will use them regularly.

*Course website*
The Spanish 104/104G Canvas website is a rich repository of electronic materials that will help you study and practice your Spanish. Features include Power Point presentations, review questions, vocabulary lists, links to dictionaries and grammar sites, audio, video, practice quizzes, information about course activities, and more. You are encouraged to take advantage of these resources. Using them on a regular basis will be of great help for your success in this course.
**DVD for Nuevo Ven 1**

*Apartamento para dos* (Apartment for two) is a DVD that complements your textbook. We will watch the first four episodes of this DVD in class. The corresponding video clips are available on the course website so that you can view them at your convenience and use them for practice as often as you want.

**Dictionaries**

The textbook includes a glossary at the end (p. 186-192). Additionally, the course website provides a list of selected vocabulary for each *Unidad*. If you still feel the need to consult a dictionary, there are several options.

- You can use an on-line dictionary. The course website includes a section where you can find links to both Spanish-only and Spanish-English electronic dictionaries.
- A complete collection of Spanish dictionaries is available for consultation in the Arts/Science Library. Some places to look for them are the Dictionary shelf, beside the Arts Reference collection on Level 1; the Spanish language section on Level 4 (call number 463); and a *Collins Spanish Concise Dictionary* is on each floor near the stairway.
- Should you decide to buy your own dictionary, we recommend the *Collins Spanish Concise Dictionary* or the *University of Chicago Spanish Dictionary*.

**CLASSROOM PROTOCOL**

All students in this course are expected to exhibit classroom behavior that is conducive to a positive learning environment. The following guidelines must be observed at all times:

- Arrive on time so that you do not disrupt class activities
- Participate when appropriate
- Be respectful to the teacher and to other students
- Do not leave the classroom during instruction without first informing your teacher
- Do not make/receive phone calls or check your email during class
- Do not pack or leave before the end of class
- Do not work on other classes’ homework in class
- Do not chat with other students in English during class

**REGULAR STUDY**

Learning a foreign language requires regular study. The course website provides the materials that you need to review and practice during the hours of independent study that you are expected to dedicate to this course. You should:

- Use the Power Point presentations (*Presentaciones*) to review the content of each lesson.
- Answer the three review questions (*Repaso*) after each lesson. Your teacher will begin each class by going over the questions corresponding to the content of the previous class, so be ready to answer them.
- Do the assigned workbook exercises (*Ejercicios*) after each lesson. Your teacher will go over these exercises on the review days (REPASO) scheduled in the course outline.
- Do the multiple choice practice (*Práctica*) for each *Unidad*. The questions for your two Canvas quizzes will be drawn from there.
• Listen to the audio clips (Audio) from the textbook (libro) and the workbook (cuaderno). Each of the in-class tests will include a listening-comprehension exercise based on one of those audio clips.
• Watch the video episodes (Videos) of Apartamento para dos and do the comprehension exercises. If you have difficulty understanding, you have the option of viewing the transcript.
• Avoid missing class so that you can participate in the interactive activities with your classmates and try speaking as much Spanish and as little English as possible during class.

**ILNESS OR IMPAIRMENT**

If you are prevented by illness from handing in a tarea (homework assignment) or from taking a prueba (test), inform the Course Coordinator, Christine Arkinstall, as soon as possible to see if you can reschedule, (send an email to c.arkinstall@auckland.ac.nz) and present a medical certificate on your first day back. In the case of illness for a test, you must also obtain a form, “Notes of Consideration for Written Tests Application” from the Clocktower Information Centre (x88199/88378), Clocktower Building, 22 Princes St, complete it and hand it in within a week of the date of the scheduled test or exam. In the case of illness for a final exam, written or oral, you must complete an SA49 form, obtainable from Examinations Office (x87557).

Students with impairments are asked to discuss privately with the Course Coordinator (face-to-face and/or by email) any impairment-related requirements regarding delivery of course content or course assessments. Please contact Christine Arkinstall (c.arkinstall@auckland.ac.nz) as soon as possible if you have any impairment-related needs.

**EXTENSIONS AND PENALTIES**

Time management is essential to academic success, and it is the responsibility of students to manage their time so all assignments can be submitted on or before the due dates.

*Serious circumstances*

For serious circumstances* beyond the student’s control (see below), s/he may request an extension from the course convenor. The request should:
• be made by email at least 2-3 days BEFORE the due date for the assignment
• provide an explanation of the circumstances
• be supported by a satisfactory medical certificate or other documentation

If an extension is granted, you will be given a new due date.
• Only ONE extension can be granted to a student per assignment.
• Only in extreme circumstances will late requests for extensions be considered.

*Serious circumstances* means sudden illness (in the case of in-class tests etc.) or long-term illness (for essays etc. done over a week or more). It does NOT mean time management difficulties, wanting to go on holiday, relatives visiting from overseas, computer breakdowns, etc.

*Lateness*

Any work submitted after the due date and without an extension form or permission in writing from the Course Convenor will be treated as overdue and penalties will apply. The mark given to an overdue assignment will be reduced by 5 per cent of the total possible marks for that assignment for each day that it is late up to 5 days. Assignments which are due on Friday, or the day before a university holiday, but are not received until the next working day will be counted as TWO days late. Overdue assignments that are submitted more than five days late will not be marked; nor will assignments be marked if submitted after the assignment has been marked and
returned. Unmarked assignments will be held by the marker until the end of the semester, and in cases where the final grade for the student is borderline (D+), the marker may choose to award a minimal completion mark. For this reason, it is better to hand in an assignment late than not at all.

**Out-of-class assessment**
When a staff member grants an extension they will set a new due date. The completed assignment must be submitted on or before the new due date together with the medical certificate and other documentation. If an assignment is submitted after the new due date, penalties for lateness apply as above.

**In-class tests and electronic tests**
When serious circumstances (e.g. sudden serious illness or a car accident) cause a student to miss an in-class test or electronic test it is expected that the student will notify the Course Coordinator at the earliest possible opportunity, if possible before the scheduled test or presentation takes place. If the student or their representative makes no contact within five days of the scheduled test/presentation, they will be awarded a zero grade for that piece of assessment.

**Plagiarism**
The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the world-wide web. A student's assessed work may be reviewed against electronic source material using computerised detection mechanisms. Upon reasonable request, students may be required to provide an electronic version of their work for computerised review.

Students may not translate work from another source without proper acknowledgment and referencing. The use of translation machines to translate and copy texts into the target language of an assignment constitutes academic dishonesty.

The penalties for plagiarism are severe and can range from gaining no marks for the assignment to disciplinary action under the terms of the Examination Regulations. For further information and advice on University regulations and how to reference appropriately, see: https://www.auckland.ac.nz/en/about/teaching-learning/academic-integrity/tl-about-academic-integrity.html.

This webpage provides links and information about various aspects of academic integrity: sources of information and advice (e.g. Referen©ite) as well as University regulations (the Student Academic Conduct Statute), and Turnitin.

All students entering the University are required to complete the Academic Integrity Module.

**Use of information and communications technology**
If students in any course wish to set up a Facebook page for the course or to use any other form of ICT, they need to be aware that the University of Auckland Information and Communications Technology (ICT) Statute sets out rules governing use of any ICT hardware or software at or for University activities. It forbids using ICT “to store, display or communicate… files containing any text, image that is deceptive or misleading, is abusive or defamatory, contravenes anyone’s privacy… or that reproduces all or part of any work in breach of the Copyright Act 1994”. The Statute refers students to the relevant University Disciplinary Statute and the penalties that may apply. It can be found at: https://policies.auckland.ac.nz/student-undergraduate.aspx.