New Course Request

Indiana University

SOUTH BEND Campus

Check Appropriate Boxes: Undergraduate credit ☑️ Graduate credit ☐ Professional credit ☐

1. School/Division Liberal Arts and Sciences
2. Academic Subject Code SPAN
3. Course Number S16 (must be cleared with University Enrollment Services) 4. Instructor Bridget Fong-Morgan
5. Course Title Elementary Spanish 2 with
   Recommended Abbreviation (Optional) Review
   (Limited to 32 Characters including spaces)
6. First time this course is to be offered (Semester/Year): Summer 2005
7. Credit Hours: Fixed at 4 or Variable from _______ to _______
8. Is this course to be graded S-F (only)? Yes ☐ No ☑️
9. Is variable title approval being requested? Yes ☐ No ☑️
10. Course description (not to exceed 50 words) for Bulletin publication: P: SPAN S101 or equivalent. Introduction to contemporary Spanish and the Spanish-speaking world through study of basic structural patterns and functional vocabulary. Includes review of essential first semester skills.
11. Lecture Contact Hours: Fixed at 3.0 or Variable from _______ to _______
12. Non-Lecture Contact Hours: Fixed at 1.0 or Variable from _______ to _______
13. Estimated enrollment: 25 of which 0 percent are expected to be graduate students.
14. Frequency of scheduling: Summer only Will this course be required for majors? No
15. Justification for new course: ENW course designed for new students and at risk students (at risk speakers at risk in general academic)
16. Are the necessary reading materials currently available in the appropriate library? Yes
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant. to support remedial students
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:

Lisa H. Walker Date 3/28/05
Department Chairman/Division Director

Dean of Graduate School (when required)

Approved by:

Angela Williams Date 4/10/05
Dean

Chancellor/Vice-President Date

University Enrollment Services Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724

University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
Spanish S116 ♦ Elementary Spanish 2 with Review
Indiana University South Bend
Summer 2005 “EON” course
4 credits (lecture + required laboratory)

Instructor: Tammy (Fong-) Morgan
Monday and Wednesday 8:45-12noon Lecture and 12:10-1:00 Lab
12 class meetings beginning July 6, 2005

Prerequisite: S101 or more than one year of High School Spanish / equivalent or placement by exam

Instructor office: DW 3225
Phone: (574) 520-4852
Dept. Phone: (574) 520-4332
E-mail: bfon@iusb.edu or Oncourse
Office Hours: MW 8:15-8:45am and by appointment

REQUIRED TEXTS AND MATERIALS

- **Workbook/Lab Manual to accompany either textbook**. Ibid.

Each student enrolled in this course is expected to carefully read the contents of the syllabus and assignment schedule. It is assumed that continuation and completion of this course imply student understanding of all course requirements. While completing course requirements, each student is responsible for seeing the instructor when any portion of this information needs further explanation or clarification.

**Why Spanish S116 instead of the standard S102 course?**
The goal of S116 is to increase proficiency in beginning Spanish, developing simultaneously your skills in listening comprehension, reading, speaking and writing. This course has been designed to support students who need to review skills presented in first semester Spanish and do not want to repeat the entire first semester course. Spanish S116 is suggested to students who have tested into Spanish S102 from a secondary school program, hear/speak Spanish in the home but have never formally studied the language, have earned a grade in S101 that demonstrates the need for review, or have let more than a semester lapse since completion of S101. Upon completion of Spanish S116, students will have the option of taking the Foreign Language Placement Exam in order to earn credits associated with the S101 course level and so complete the first year language program with this one course + placement exam. After successful completion of SPAN S116, the student will be prepared to continue into the second year language sequence.

**What is a class like?**
During class you will be exposed to useful, natural Spanish, either in spoken or written form. Your only task is to comprehend the meaning to the best of your ability. During these sessions, vocabulary and grammatical structures from the current and from previous chapters will be included.

A second aspect of class time includes your communication in Spanish, usually through speaking with a classmate or with me. You are encouraged to speak freely and openly in Spanish at all times. When students begin to learn a second language, it is natural for them to hear and see the language for a period of time before speech naturally emerges. Also, when speaking, do not feel overly concerned about making mistakes. They are a natural part of speech at this stage. It is
better to convey a comprehensible message—which may contain some errors—than it is to convey no message due to the fear of speaking imperfectly.

Classroom time will be devoted to activities that allow you to practice your skills of understanding and interacting in Spanish. **Classroom time will include some grammar drills and explanation of grammar, but it will not be the bulk of class time.** Grammar explanations will be available during the laboratory period. Use of English in the classroom will be kept to a minimum. In S116, students are able to perform a variety of tasks without using their native language. The instructor will not spend time translating from Spanish to English or vice versa. Your textbook has explanations of grammar, and translations of vocabulary words, phrases and expressions.

Outside of class, students are expected to spend time reading in Spanish, doing listening activities and studying/reviewing vocabulary and grammar points. To successfully acquire a second language one must spend time with the language every day and not just the night before a quiz or exam. Successful language students have consistent study habits and discipline.

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**After one or two semesters of a second language, you are able to use words and phrases, make lists and use limited structures in Spanish.**

*Your instructor only expects a basic skill with new material. If you are disappointed that you do not have full comprehension in a very short period, you may have set higher expectations for yourself than your instructor has set for the class as a whole.*

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In Spanish 116, you will be introduced to social registers (formal vs. informal language use); question formation and appropriate vocabulary for a variety of basic situations, for example: activities of daily living, school life, shopping, family, food, work and career life, as well as appropriate ways to communicate likes, preferences, plans and wants in simple situations. With respect to main grammar points, you will be introduced to all conjugations of the preterit and imperfect, formal commands, indefinite and negative expressions, comparisons, differences between preterit and imperfect, and double object pronouns.

In S116 you will discover cultural and geographical information about the Hispanic U.S.A, various regions of Spain, the Caribbean, and South America. Some of the topics of culture include shopping, foods and beverages, university life, women and professional careers, and Hispanics in the United States.

**ASSIGNMENTS**

Most daily homework and chapter assignments are listed on the schedule attached to the syllabus. It is your responsibility to read the assignment schedule to prepare assignments and complete the required work on time. Additional assignments not listed on the schedule are at the discretion of the instructor and will be announced in class as needed. If you are absent on such days, you are responsible for contacting the instructor about any additional assignments. Textbook and workbook assignments are given for almost every class meeting.

Many assigned activities of the text (readings, compositions, text activities) are to be written out as indicated on the assignment schedule. Frequency of collection of assigned work from the text is at the discretion of the instructor. Please complete all text assignments on a separate sheet of paper, instead of in the textbook, on scrap paper, or in your notes.

*The assignments are due only on the days in the assignment schedule that request that you bring completed assignments to class to be graded. Assignments are not collected daily.*

In order to keep up with the material and exposure to language, an assignment is given each day. These assignments complement the work we do in class and are spread out so that you
are not trying to finish them all before the day of an exam. It is suggested that you complete the assignments after class on the days indicated.

Understanding Spanish does not happen overnight. Understanding is directly related to the ability to separate the words we hear. Comprehension of Spanish requires continued exposure to the language in both written and verbal form. This is the main reason that there is an attendance policy in this course.

Every section in the Workbook/Lab Manual (written, listening, cultural activities) is to be completed.

No section is assigned as “omit”.

Leaving a section blank or incomplete because you “didn’t understand the directions” or “was not sure what was required” does not excuse you from responsibility for that assignment. It is recommended that you see the instructor for help (either in person or by e-mail) in such situations. Working on assignments well in advance of exam day will allow ample time to clear up questions.

PRACTICAL ADVICE FOR WRITING COMPOSITIONS
Do not write the composition in your native language and then attempt to translate to Spanish. Your present level of Spanish is not the same as the level of your first language. Experience shows that compositions completed in this way require extensive corrections and are often incomprehensible. You are not yet equipped with advanced structures and abstracts in Spanish that you would likely use for a similar composition in your native language.

If it is necessary to look up a word for the composition, cross check the word in a bilingual dictionary. After finding the needed word in Spanish, go back and look up that Spanish word and see if it has the meaning one intends. Be mindful of different parts of speech (adjective, verb, noun, adverb, etc).

Do not use an online translator program. The instructor is trained to recognize such use and compositions done this way have a high degree of incomprehensibility.

The instructor seeks to help you identify and correct problem areas in writing. If you wish to impress the instructor, please do so by using the grammar, vocabulary, expressions and structures suitable for a first year language student. Asking a Spanish speaker (or any person) to write any portion of a composition, using a translator program, or failure to document any work that is not our own will result in a score of 0 on the assignment and may be grounds for failure in the course. Also, you will not be permitted to redo any such assignment. See Academic Integrity below.

LATE ASSIGNMENTS
Late assignments (including text, SAM and compositions) will be accepted for reduced credit, provided that the assignment is received no later than the next class meeting from its original due date. Late assignments received within this period will receive a 20 percent reduction from the score you would have received had it been handed in on time. Homework received after this period will be corrected by the instructor but a score of 0 will be recorded for the assignment. It is preferable to hand in late an assignment (rather than not at all or incomplete) and receive a reduced score as opposed to receiving a 0. Multiple zeros significantly reduce the overall final grade.

EXAMS AND QUIZZES
The accompanying schedule lists the approximate dates for ALL exams and MOST quizzes. Unannounced quizzes are at the discretion of the instructor.

Exams and quizzes will be given only on the designated days. QUIZZES GENERALLY MAY NOT BE MADE UP. Exams may be made up when there is documentation supporting that the absence was unavoidable. If such documentation is not provided, a grade of “0” will be recorded for the missed exam. Exams must be made up before the next class session
following the original exam date. To make up an exam, you must contact the instructor as soon as possible for arrangements to take the exam before the next scheduled class. Extenuating circumstances that prevent making reasonable arrangements will be considered on an individual basis. Exams generally cannot be taken before the scheduled date. Homework due on exam days will not be counted as late provided the absence from the exam meets the above criteria.

Content of exams and quizzes: Exams will at times resemble the type of activities completed in the textbook and workbook/lab manual. Exams and quizzes will include material from previous as well as the current chapter. All exams will include listening, reading, writing and culture sections. All listening sections on quizzes or exams will be played or read twice only.

♦ The written final exam is cumulative and a study guide will be provided by your instructor.

PARTICIPATION AND ATTENDANCE
Whether through listening, reading, writing or speaking this class is a participatory experience. Participation means: reading aloud, volunteering answers, asking questions, interacting with other classmates—all in Spanish—as well as preparing for class and completing daily assignments. Class time brings together many of the skills that you are acquiring from textbook and workbook assignments. In addition, classroom activities are designed to contribute to your success with course assignments.

Based on this definition of participation, if you are not in class, you cannot participate. There are no “excused” and “unexcused” absences. You are not required to explain absences; however, it is your responsibility to contact the instructor about any hand-outs, new assignments not listed on the assignment schedule, and assignments collected during the absence.

You are allowed to miss one class (for whatever reason) without penalty. Your participation grade will be based on the following scale:

<table>
<thead>
<tr>
<th>Absences</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>90%</td>
</tr>
<tr>
<td>3</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>70%</td>
</tr>
<tr>
<td>5</td>
<td>60%</td>
</tr>
<tr>
<td>6 or more</td>
<td>0%</td>
</tr>
</tbody>
</table>

At the discretion of the instructor, the final grade for Participation/Attendance may be raised or lowered by no more than 10% based on your attitude, willingness to participate in activities and use Spanish in class, and your evidence of daily preparation.

ORAL INTERVIEW (First Week of August)
Ten percent of your final grade is an oral interview in Spanish. The time and place of the interview is at the discretion of the instructor. The interview involves the instructor and student communicating in Spanish.

The oral interview is a time for you to show the language and structures acquired during the first and second semester. Your grade will not be based entirely on accuracy but on your ability to comprehend spoken Spanish and comprehensibly communicate in Spanish using first-year vocabulary and structures. Accurate pronunciation will also be considered.

GROUP WORK
In every class period you will be asked to work with classmates to complete communicative activities in Spanish. You are expected to participate by keeping up with the vocabulary and assignments in order to capably handle the conversation activities. These communicative activities
will prepare you for the oral exam at the end of the semester. Focus on speaking only in Spanish during classroom activities. During group activities, your instructor will walk around to monitor progress and answer questions. Constant use of English creates linguistic static (sort of like humming out loud during a lecture!) and is counterproductive. If students finish a group activity before others, it is expected that they will redo the same activity either orally or in writing.

STUDENTS WITH SPECIAL NEEDS
The Coordinator for Disabled Students (ext. 4479) provides special needs students with assistance in all areas including admission, registration, classroom accommodations and other services. Some accommodations require a note to the instructor from the Coordinator. If there are particular accommodations you need for this course, please see me as soon as possible.

ACADEMIC INTEGRITY
Work (tests, homework, papers, etc) that you do for this course must be your own. Your conduct must conform to the Indiana University Code of Student Rights, Responsibilities and Conduct pages 17-18. This document is also available on the web at http://www.iusb.edu/~stulife/ Code of Student Rights, Responsibilities and Conduct: Section III. Please see the instructor with any additional questions.

STUDENT CONDUCT
"Your conduct must conform to the Indiana University Code of Student Rights, Responsibilities and Conduct. Section III of the Code defines academic and personal misconduct (http://campuslife.indiana.edu/Code/index1.html)."

CLASSROOM ENVIRONMENT AND CIVILITY
I enjoy teaching Spanish and feel that it is a valuable subject matter no matter what field of study one is in. Your attitude about learning and your role in that process are key factors to success in Spanish. Therefore, in order to maintain a comfortable classroom environment, please adhere to the following requests:

- Turn off cell phones and pagers
- Review vocabulary often
- Arrive to class on time
- Do not work on homework in class
- Complete homework on-time
- Maintain a positive attitude

CHANGES TO SYLLABUS
The instructor maintains the right to alter the syllabus and assignment schedule, including the scheduled dates of exams and quizzes, according to the needs of the class. If changes are necessary, the instructor will inform the class and updated versions of the syllabus/assignment schedule will be made available (if a major change is made).

LANGUAGE RESOURCE CENTER
Location: DW 1105 (ground floor near main stairwell of Wiekamp Hall)
Phone: (574) 520-4331
GRADING

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation and Attendance (lecture)</td>
<td>12%</td>
</tr>
<tr>
<td>Participation and Attendance (lab)</td>
<td>6%</td>
</tr>
<tr>
<td>Assignments (workbook, textbook)</td>
<td>20%</td>
</tr>
<tr>
<td>One typed composition</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes (4)</td>
<td>16%</td>
</tr>
<tr>
<td>Chapter Exams (3)</td>
<td>18%</td>
</tr>
<tr>
<td>Oral Interview</td>
<td>10%</td>
</tr>
<tr>
<td>Cumulative Final Exam</td>
<td>13%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>A</td>
<td>92-96</td>
</tr>
<tr>
<td>B</td>
<td>82-86</td>
</tr>
<tr>
<td>C</td>
<td>72-76</td>
</tr>
<tr>
<td>D</td>
<td>62-66</td>
</tr>
<tr>
<td>A-</td>
<td>90-91</td>
</tr>
<tr>
<td>B-</td>
<td>80-81</td>
</tr>
<tr>
<td>C-</td>
<td>70-71</td>
</tr>
<tr>
<td>D-</td>
<td>60-61</td>
</tr>
<tr>
<td>F</td>
<td>Less than 59%</td>
</tr>
</tbody>
</table>

A grade of FN must be assigned when a student fails to withdraw from the course and still appears on the instructor's official Grade Rosier at the end of the semester. Removal of the FN involves repeating the course with no credit for work previously completed and again paying for three credits. It is also important to note that a student may only repeat courses to replace the F grade (commonly known as FXing) up to a maximum of 10 credit hours over the entire undergraduate period.

A GRADE OF C- OR BETTER IS SUGGESTED TO PROCEED TO SPANISH 203

As per university policy no grades will be posted or given by the instructor over the telephone. See your instructor during posted office hours or arrange an appointment to discuss current course grades.

**IMPORTANT:** The grade of I (Incomplete) may not be assigned unless a substantial portion of the course work (at least 75%) is successfully completed and considered passing quality. A student initiates a request to the instructor for an Incomplete; however, assignment of a grade of Incomplete is at the discretion of the course instructor and not the student. Poor performance in a course is not grounds for an assignment of Incomplete. According to university guidelines, "the grade of Incomplete should be awarded only under circumstances of hardship, when it would be unjust to hold a student to the limits ordinarily fixed for completion of course work".

Students are responsible for information concerning late registration, drop/add periods, and the last day to withdraw from class. Please consult the published Schedule of Classes or the IUSB website under Academics, then Academic Calendar.

If you need to withdraw from this class after the drop/add period but before the last possible day, please bring me the appropriate form to sign. If you are still on my grade roster at the end of the semester but have stopped attending, I am required to assign you an FN (failure due to non-attendance).

**THE FINAL EXAM IS SCHEDULED FOR MONDAY, AUGUST 15, 2004 AT 8:45 AM**