Welcome to SPANISH 37 Composition and Conversation for Spanish Speakers!

This section is delivered 100% online on the Canvas learning management system (LMS). My name is Margarita Pillado and I will be your course facilitator. As such, my goal is to make this class as enjoyable and useful as possible and to give you the tools to be successful in the class. In developing this course, In designing this class, I have drawn on my personal experiences as an online student, so I have endeavored to be as clear as possible in the design and methodology.

Spanish 37

- Spanish 37 expands the language skills and cultural awareness acquired in previous Spanish courses. Specifically, it expands the content of Spanish 35 and 36 while focusing on college writing in Spanish. Therefore, Spanish 37 prepares you to tackle the expository and argumentative writing required in upper-division courses in the Spanish major, with emphasis on interpreting and analyzing essays and fictional texts.
- Because this is an intermediate-to-advanced-level course, Spanish 37 has as prerequisite: Spanish 36 or Spanish 3 or comparable academic experience at the college level. Appropriate academic preparation is paramount to successfully completing this course. Please contact me if you have any questions regarding your academic preparation.

Contact Information - Office Hours

I look forward to your participation in the course and I welcome your feedback and your questions or concerns. My email (preferred contact method) is pilladma@piercecollege.edu.

My phone is +1 (818) 710-2260 and my office is located in FO 2907
on the Pierce College campus in Woodland Hills, California. If you plan to contact me by phone, remember that this course and my availability are based on Pacific Time. Send me an email requesting a time for a conference call. If you are taking other classes on campus, please stop by and say hi!

I have physical office hours on Tuesdays at 4:00 p.m. and virtual office hours on Thursdays at 9:00 a.m. Feel free to stop by either in person or virtually. You will need to download ZOOM on your computer, or you can join the “meeting” via phone.

SPECIAL ACCOMMODATIONS

If you need special accommodations in this class, please contact Special Services in order to coordinate the help you need. **Phone:** (818) 719-6430 / **VP Number:** (818) 436-0467. The office is located on the first floor of the Student Services Building. Please follow this link for more information on available services: [http://www.piercecollege.edu/offices/special_services/](http://www.piercecollege.edu/offices/special_services/)

ON-CAMPUS EMERGENCY

Call **(818) 710-4311.** This is the **direct** number to the College Campus Sheriff’s Office. Program this EMERGENCY number in your cell phone contact. **Do NOT** call 911.

S.0. COURSE DESCRIPTION

This course continues to develop Spanish language proficiency with a focus on general academic writing and formal presentations. Students work with authentic texts written in different styles and practice various rhetorical modes, such as description, narration, exposition, and argumentation. It prepares students for upper-division major courses at four-year universities and is best suited for Spanish speakers who wish to increase their oral and writing skills in the context of themes, topics, and the literary and cultural production of the US Latino population. This course fulfills the following requirements: Spanish AA degree, Spanish AA-T degree, CSU-GE Area C2, and IGETC Area 6A.

**Prerequisite:** Spanish 36, or Spanish 3, or permission of the instructor. See section S.3. below for more information.

**Language of instruction:** This course is conducted in Spanish (that is to say, the course materials posted on the course website on Canvas are in for the most part in Spanish) and students are expected to use Spanish in all class interactions.
IMPORTANT: This is a 5-unit class. You must set aside an estimated 15 hours per week to prepare and complete required assignments. This estimated time does not take into account additional time you may need to familiarize yourself with the Course Management System (Canvas) or other technical skills needed to complete your assignments. You may need additional time depending on your technology skills.

Technical Skills Help - Visit the Student Resources site on the PierceOnLine portal

- Complete the Online Student Readiness Tutorials
- Get directions on how to get started with Canvas, the Learning Management System for this course

S.1. SCOPE OF COURSE CONTENT


Cultural focus: Latinos and Immigration, Latino and Assimilation, Latino and Bilingualism, Latino and Labor Markets, Latinos and Gender Issues, and Latino and the Arts, Latinos and Labor Issues; Latinos and Gender Issues

Research techniques and writing conventions: Gathering, evaluating, and selecting secondary sources. Compiling a bibliography. The MLA style.

ATTENTION: Since the language of class interaction will be Spanish, it will require that you learn how to use the Spanish language tools available on this course site, in your computer, or on the internet in
order to write with the diacritical symbols needed in Spanish (tildes, eñes, ¿?, ¡!)

S.2. COURSE OBJECTIVES (OBJs) AND STUDENT LEARNING OUTCOMES (SLOs)

The course content described above will give you the tools to achieve the following OBJECTIVES:

- **Describe**, using similes and metaphors and identifying place, time, and context
- **Narrate** in the major time frames
- **Develop arguments** through comparison and contrast, cause and effect, classification and analysis
- **Present and defend a thesis** through direct argument and counter argument
- Identify and incorporate secondary sources for supporting your arguments and create a bibliography

Achievement of the OBJECTIVES will be measured according to these OUTCOMES:

1. Achievement of Advanced level in Reading Proficiency as measured by pre and post assessments using the ACTFL reading proficiency rubric
2. Improvement in writing proficiency as measured by the completion of a research paper with bibliography in MLA style
3. Improvement in formal presentation skills

S.3. PREREQUISITES AND BENCHMARKS

If you are not sure of your placement, please consult with me at soon as possible. Below are the recommendations for placement at this level:

- The minimum requirement for this course is three semesters of college-level Spanish with a grade of C or better. At Pierce, this is demonstrated by successfully (C or better) completing Spanish 36 or Spanish 3
- Four to five quarters of college Spanish with a C or better
- Four years of high-school Spanish with A’s and a score of AP Spanish of 4 or higher. Usually, three years of high-school Spanish will place you at Spanish 3 at Pierce
- Awareness of the Spanish verbal system in general and the simple tenses of the Indicative and Subjunctive modes in
particular

- Ability to recognize personal pronouns and formal and informal commands and use them in controlled situations
- Vocabulary appropriate to three semesters of college Spanish.
- Ability to comprehend short readings on general culture topics

S.4. REQUIRED MATERIALS and TECHNICAL REQUIREMENTS

Required Materials


- Dictionaries. Because 37 focuses on reading and writing, you must purchase a good Spanish-English bilingual dictionary and a Spanish dictionary as well. You may want to take a look also at online versions of dictionaries, such as [www.SpanishDict.com](http://www.SpanishDict.com) or [wordreference.com](http://www.wordreference.com)

Recommended
If you need a focused review of grammar and vocabulary, you may want to supplement the course materials with a comprehensive textbook. Your Spanish 3 or Spanish 36 textbook could be a very good resource for this course. The course page also includes some useful tutorials in the module “RECURSOS.”

If you need help paying for books or other college expenses, contact the Financial Aid Office at (818) 719-6428 or see them in the Student Services Building - [http://www.piercecollege.edu/offices/financial_aid](http://www.piercecollege.edu/offices/financial_aid)

TECHNICAL REQUIREMENTS

1. A computer with the minimum system requirements (see below)
2. An Internet browser with Adobe Acrobat Reader
3. Ability to submit written documents in Rich Text Format and presentations in PowerPoint compatible format
4. An LACCD email account. Correspondence in this class will go to your LACCD email account
5. A word processing program such as Microsoft Office Word, Open Office or Google Documents. If you are using Openoffice or Google Documents you must save your work as Rich Text
Format (.rtf) to ensure that I can open it, read it, and comment it

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<td>PowerPC G5 1.8GHz or faster processor, Intel Core Duo 1.33GHz or faster processor 512MB of RAM 64MB of VRAM 80GB Hard Drive Sound Card (or on board) &amp; Speakers Flash 9 or later Quick Time 7 or later Acrobat Reader 9 or later Windows Media Components for Quicktime</td>
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<td>512MB of RAM 64MB of VRAM 80GB Hard Drive Sound Card (or on board) &amp; Speakers Flash 9 or later Quick Time 7 or later Acrobat Reader 9 or later Windows Media Components for Quicktime</td>
<td>Microsoft Office 2003 or later, Open Office 3 or later Firefox 3.x 56k Modem (Broadband recommended)</td>
<td>Microsoft Office 2003 or later, Open Office Aqua or later Firefox 3.x 56k Modem (Broadband recommended)</td>
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<td>Microsoft Internet Explorer 7.0 or later, Firefox 3.x 56k Modem (Broadband recommended)</td>
<td>Microsoft Office 2003 or later, Open Office Aqua or later</td>
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Make sure your computer meets the minimum technical requirements.

**ATTENTION!** Technical difficulties, unless it is a documented system breakdown, do not constitute a valid excuse for not completing your work on time. Be aware that servers or power may be down, or systems may be updating. Do not leave your work for the last minute, as you are likely to encounter some of these unforeseen problems. If your work is late due to any technical difficulties, you will lose points. Plan ahead and start EARLY.

**TECH SUPPORT:** Contact onlinehelp@piercecollege.edu

*Do not contact the instructor with tech support issues. You will be directed to the PierceOnline support.*
Remember, late assignments, for whatever reason, will be considered late and you will lose points. Make sure you are aware of the weekly deadlines for completing work.

S.5. POLICY ON COURSE DEADLINES

Compliance with the established deadlines is essential to ensure a passing grade in this class. Activities will not be available beyond their announced available dates. The time zone for all course deadlines is US Pacific Time.

**Do not wait until the last minute!** Be proactive and organized. Give yourself ample time for completion and allow for “trial and error” attempts before the final assignment deadline.

**Weekly schedule**

Course weeks begin on Wednesdays at 00:00 a.m. and end on Tuesdays at 11:59 p.m. US Pacific Time. There are two exceptions to this schedule:

- The first week of the semester opens Monday August 29, at 7:00 a.m. and closes Tuesday September 6, at 11:59 p.m.
- The last week of the semester (the week of final exams) opens Monday, December 12 at 00:00 and closes Saturday December 17 at 11:59 p.m. No extensions are possible beyond the last day the course is open.

You are expected to complete all activities on a weekly schedule. Make sure you organize your time to allow for "trial and error” attempts before the deadline.

**Deadlines for activities**

All activities have specific deadlines. These deadlines are available on the assignment information and on the course syllabus page on Canvas.

**The “Life Happens” Clause**: Because “life happens,” on occasions you may not be able to submit an activity within the deadline. You may request a deadline extension provided the request is made at least **24 hours before the deadline**. Deadlines may be extended for no more than 48 hours beyond the original deadline. **No more than two requests for an extension may be made in the semester.**

Always consult with me regarding unexpected circumstances that may prevent you from complying with the course deadlines.

**Discussion Forum Deadlines**
Interactive forums have two deadlines. Unless otherwise noted on the assignment, the initial contribution needs to be made before midnight on Fridays and the replies to other contributors need to be made before midnight on Saturdays. The forums are open until the end of the course week (through Tuesdays), but submissions past the forum deadlines will cause you to lose 50% of the points.

**Written Work Deadlines**

The deadline for written work is stated on the assignment. Expect those deadlines to fall by 11:59 p.m. on a Sunday or on a Tuesday.

**Quizzes / Exam Deadlines**

Quizzes and exams are available for a specific length of time, usually but not always, for one week. You may attempt these quizzes or exams as many times as you like while they are available. The highest grade will go to the gradebook. You will NOT be able to submit your quizzes or exams after they close, as they will be unavailable after their due dates.

**Midterm and Final Exams**

The midterm and final exam will be timed. The midterm will take place during week 7 and will be open for the entire week (you can choose when to attempt it). You will have **two** attempts while the midterm is open. The final exam will be available during week 16 for the entire week (you choose when to attempt it). You will have **one** attempt while the final is open.

**Note:** I reserve the right to change the assignments and due dates if necessary. Check the course website and the Remind announcements regularly for any such changes.

**Definitions**

- **An activity** is anything you do in an online class. In this class, activities consist of preparation activities and assignments.
- **Assignments** are activities that receive a grade and are subject to different deadlines within a week. Discussions, written work, and quizzes or exams are considered assignments. Different kinds of assignments have different deadlines in this class.
- **Preparation** activities are intended to give you the information you need in order to complete an assignment. Reading a lesson, watching a video, or researching a topic are considered preparation activities. Preparation activities do not receive a grade but you need to complete them before you ever attempt an assignment. Please
be aware that if you do not complete all preparation activities, you may not be able to access the graded activity. In Canvas, this means that you will see the activity greyed out or simply not see the activity at all until you complete all preparation activities related to the assignment.

**S.6. Communication Policy**

I welcome your feedback and your questions or concerns. You may contact me via email, my preferred contact method: pilladma@piercecollege.edu, call me at 818-710-2260, request an appointment for a face-to-face meeting in my office (which is located in FO 2907), or join the virtual office hour every Thursday at 9:00 am via CC Confer-Zoom (https://cccconfernow.zoom.us)

I make every effort to respond to your communications as soon as it is feasible. If that is not possible, I will respond to your email within 24 hours during the week and 48 hours during weekends and holidays. Be aware that I do not read my email between 7:00 p.m. and 8:00 a.m., so if you send me an urgent email at 9:00 p.m., I will not be aware of it until the following morning.

**Email Guidelines**

Follow these guidelines when you communicate via email:

**Authenticate!** Use your “Username@STUDENT.LACCD.EDU.” I will ignore other email addresses such as yahoo, gmail, etc.

**Identify!** Make sure the subject line contains the name and section of the class, your full name, and the Assignment name or the topic of your email. Example: Spanish 37-0948-Your Name-Syllabus Quiz

**Be specific!** State clearly and completely a) what the problem is; b) the steps you have already taken to solve it (including checking the announcements and Q&A discussion forum); and c) if possible, send a screenshot of what you see.

**Be stylish!** Make sure that you write complete sentences and words that are fully spelled out. Use punctuation and revise your email for grammatical and spelling correctness. If you write in Spanish, make sure you use the proper diacritical marks. Do not use SMS style.

**S.7. Netiquette**

Keep these recommendations in mind for a respectful and constructive virtual interaction:
• Be respectful to your fellow classmates and instructor - be aware that what you write may be misconstrued, so review and revise before hitting the button!
• Do not write in all capitals - this is considered SHOUTING.
• Do not belittle any of your classmates. You have the right to disagree with an idea, but do not attack the person proposing the idea or opinion. Disagree in a respectful and constructive way and do not incur in *ad hominem* attacks.
• Do not write in texting language. If you are saying "U" make sure to spell out you.
• Do not expect immediate responses to questions - just because we may be communicating online does not mean that fellow students and/or the instructor are always online and immediately available (unless we are in a chat session).
• In case of queries, all questions will be answered within 24 hours unless it is a weekend, in which case questions will be answered within 48 hours. Please read the Communication Policy for more information.

The password for the syllabus quiz is N3v3rBL8

**S. 8. DROP/EXCLUSIONS POLICY**

In this online class, your attendance is your participation in class, which means completing assignments on a weekly basis.

EXCLUSION from the class:

District regulation requires that students who do not show up the first day of class be excluded. In this online class, this translates as follows: if you do not complete the activities assigned during the first week of class within the established deadlines, you will be considered “absent” and therefore EXCLUDED from the course.

Additionally, I reserve the right to exclude any student who has not completed any activity for more than ten days or who does not abide by the rules and regulations of class and student behavior (see “IMPORTANT 2” below).

IMPORTANT 1: If changes in your schedule prevent you from completing the course, you should withdraw through the Admissions and Records office (you can do this online). It is your responsibility to drop the class.

IMPORTANT 2: I reserve the right to exclude students due to any of the following: violation of the LACCD Board Rule 9803 STANDARDS OF CONDUCT, academic dishonesty, lack of compliance with classroom
etiquette and expected class conduct or repeated absenteeism, which in this context means not entering the course and complete an activity in more than ten days.

**S.9. GRADES**

YOUR GRADE = YOUR RESPONSIBILITY (EFFORT + RESULTS)

You will earn half of your grade (50%) by providing **VERIFIABLE** and **SUSTAINED** evidence of the following:

**PARTICIPATION = CLASS WORK**

- Assignments
- Compositions
- Discussion Board Postings
- Presentations
- **Compliance with classroom and web etiquette and behavior**

**VERIFIABLE** means you will need to show EVIDENCE of your work, such as completed homework, or the frequency and quality of your contributions to the forums.

**SUSTAINED** means such evidence needs to be provided on a steady basis for the WHOLE 16 WEEKS of the semester.

You will earn fifty percent (50%) of the grade by completing the midterm exam (10%), the final exam (20%), and the final paper (20%). The content of the exams is directly correlated to activities and information shared in the course. The final paper will be an argumentative research paper based on *Misión olvido*.

Your success in this class is directly connected to your active participation and engagement in class activities.

**GRADING SCALE**

A=90-100  
B=80-89  
C=70-79  
D=60-69  
F=59 and below
S. 10. LACCD Board Rule 9803 STANDARDS OF CONDUCT

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators of the Colleges will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the college community, students should be encouraged to develop the capacity for critical judgment, to engage in the sustained and independent search for truth, and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. In the furtherance of the students’ interest in free inquiry and the search for truth, it is also important that students be able to hear the views of non-students and engage in the free exchange of ideas with non-students.

All persons shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state and nation. All persons shall respect and obey the rules, regulations and policies of the Los Angeles Community College District.

Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual’s status as student, faculty, staff or visitor.

S.11. ACADEMIC HONESTY

There is a zero tolerance policy for cheating at Pierce College. If it comes to the attention of the instructor that a student is part of an episode of cheating or has plagiarized any material she/he turns in for a grade, a recommendation for disciplinary action will be given to the Dean of Students.

Cheating is copying material from the work of another student. Cheating is using concealed material during an exam. Cheating is having someone else write material that does not have the author's name on it.

Plagiarism includes using any material that you do not quote, or for which you do not give due credit to the original author in any work you turn in for a grade. If you include sources from the Internet in your work, they must be cited, as you would do for any book, magazine, journal or any other document.
This course requires that you to complete a tutorial and two activities related to how to acknowledge sources and avoid plagiarism.

If after these activities you still are not sure what constitutes plagiarism or how to quote your sources, you must contact me for further clarification. Ignorance on plagiarism does not constitute an excuse in this class.

**S. 12. STUDENT SERVICES**

More information about these services can be found online at: [http://www.piercecollege.edu/pierce_students](http://www.piercecollege.edu/pierce_students) and in print in the current Pierce College Schedule of Classes.

**Admission and Records** - (818) 719-6404

The Admissions Office has many functions. It is responsible for: application for admission, permanent records, transcript requests, student academic petitions, verification of student enrollment to appropriate institutions, and a segment of the registration procedure.

**Assessment Center** - (818) 719-6499

Assessment testing is administered by the Assessment Center. Results are used for advisement in selecting classes. Tests are administered for reading, Mathematics, Chemistry, English writing, and ESL.

**Center for Academic Success** - (818) 719-6414 (Lower Level of the LLC Building)

The CAS is committed to helping students in need of academic support to acquire the necessary tools to meet their individual goals, regardless of age, gender, race or physical ability. Due to budget cuts, the Center may restrict its services. Please check the college website for updated information.

**Counseling Center** - (818) 719-6440

Counselors are available in the Counseling Center to assist you with academic advisement, establishing realistic goals and devising a sound educational plan to meet those goals. Counselors can keep you abreast of current requirements for your major.
Special Services - (818) 719-6430

Special Services is the program on campus providing services to students with disabilities. This program has been serving students since 1974. Each semester over 900 students with disabilities receive a wide range of support services that are not provided by other departments on campus and many services that are. This "One-Stop" approach creates a more user-friendly atmosphere for all our students.

More information about Special Services can be found online at: http://www.piercecollege.edu/offices/special_services/

Financial Aid and Scholarships - (818) 719-6428

The Financial Aid assistance programs include federal, state, and local scholarships. The Free Application for Federal Student Aid (FAFSA) can be filed on the web at http://www.fafsa.ed.gov. The processing time for a completed application is 6 to 8 weeks or 3 to 4 months. The Federal Code for Pierce College is 001226.

Library - (818) 719-6409

The Pierce College Library contains a collection of over 103,000 volumes, including books and materials required for supplementary study, and a representative collection of recreational reading material. The library subscribes to over 150 periodicals and newspapers, has an extensive microfilm and microfiche collection, and many electronic resources. The online book catalog, and current print and online periodical indices help locate information in books, newspapers, and journals. Professional librarians are always available to assist library patrons. Facilities include study carrels, group study rooms, a typing room, and copiers.

Student Grievances

In accordance with the Statement of Student Rights and Responsibilities, this policy describes the procedures by which a student(s) of Pierce College may air his or her grievances as applied to and regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any certificated or management employee of Pierce College.
A grievance shall herein be defined as any act of depriving a student of any of the rights set forth in the statement of "Student Rights and Responsibilities" or any State, Federal, or local codes. Grades and grading grievances are not covered by this policy. Students should refer to "Grades or Grading Grievance Policy."