

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

**TECHNICAL SPANISH
SPAN 1000**

**Class Hours: 1-3
(variable)**

**Credit Hours: 1-3
(variable)**

Lab Hours: 0.0

Date Revised: Fall 05

Catalog Course Description:

Beginning level Spanish with focus on functional use of the language in specific contexts.

Entry Level Standards:

The student should be able to effectively communicate with instructor and peers, complete assignments according to instructor specification, and read and write at the required level.

Prerequisites:

None

Textbook(s) and Other Course Materials:

Vary according to course focus and content

I. Week/Unit/Topic Basis:

Week	Topic
1-14	Activities, grammar and vocabulary vary according to the group's needs: Spanish for medical personnel, law enforcement, business, daycare workers, etc. The amount of material covered will vary according to the variable contact/credit hours.
15	Final Exam Period

II. Course Objectives*:

This course is designed to be offered upon demand to professional groups in the community who need Spanish communication skills in their specific areas. The focus will be functional. Along with emphasis on specific vocabulary, are the following general course objectives:

- A. Listening comprehension: understand the gist of a conversation between native speakers, understand basic questions asked by a native speaker. I.1
- B. Speaking skills: communicate using conversation fundamentals effectively--simple declarative sentences, questions, basic vocabulary. I.5
- C. Reading comprehension: read and understand the gist of simple articles in newspapers, magazines, etc. I.1

- D. Writing skills: write simple sentences and basic questions in the present tense in Spanish. I.5
- E. Cultural sensitivity: acquire a respect for differences in language, people, and traditions. II.3

*Roman numerals after course objectives reference TBR's general education goals.

III. Instructional Processes*:

Students will:

1. Use Spanish language in pair and group exercises to exchange information pertinent to course function. *Communication Outcome, Active Learning Strategy*
2. Engage in exercises in reading, writing, speaking, and understanding Spanish. *Communication Outcome*
3. Collaborate in teams to practice verbal exercises and complete written exercises. *Communication Outcome, Active Learning Strategy*
4. Participate in language learning experiences, which call for sequencing and memorizing. *Active Learning Strategy*
5. Learn to discern differences between North American culture and Hispanic culture, with some analysis of how culture is expressed through language. *Transitional Strategy*
6. Practice elements of work ethic by regularly attending class, being punctual, participating in class activities, and demonstrating good manners. *Active Learning Strategy*

*Strategies and outcomes listed after instructional processes reference TBR's goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:

1. Comprehend basic oral Spanish. A
2. Pronounce Spanish text correctly. B
3. Carry on a basic conversation in Spanish. B
4. Use correct declarative and interrogative intonation. B
5. Translate simple articles from Spanish to English. C
6. Use vocabulary to obtain essential goods and services. B
7. Write basic, functional messages in Spanish. D
8. Fill out basic forms in Spanish, depending on course focus. D
9. Understand the difference in structure between English and Spanish. D
10. Appreciate and respect the cultural and linguistic differences of various people. E

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures: 80% of grade

Exams 40%
Quizzes/ Homework. . . 30%
Final Exam 10%

Students must take all exams. Make-ups for missed exams will only be permitted if the absence resulted from a verifiable emergency. Only one make-up exam will be allowed per semester. All other missed exams will be counted as zeros. The lowest exam score for each student who has taken all exams will be dropped before the final grade is calculated. There will be no make-ups for frequent, short quizzes given throughout the semester. One quiz will be dropped at the end of the semester.

B. Laboratory Expectations:

None

C. Field Work:

When feasible, some assignments may require attendance at a focus group facility (hospital, bank, day care center, etc.)

D. Other Evaluation Methods: 20% of grade

Class preparation and attendance.
Class participation grade will reflect not only how much the student participates in class but also preparation for class, involvement in class activities, and attendance.

E. Grading Scale:

A 90-100
B+ 87-89
B 80-86
C+ 77-79
C 70-76
D 60-69
F Below 60

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or

devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments

- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source
- Taking an exam for another student
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor

Upon discovery of a student's participation in academic misconduct, the student is immediately responsible to the instructor of the class, who will meet with the offending student with evidence of the misconduct. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign either (1) an F or zero for the assignment or (2) an F for the course.

C. Accommodations for disabilities:

If you need accommodations because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Please see the instructor privately after class or in his/her office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127 or 131 or by phone: 694-6751(Voice/TTY) or 539-7153.