



TOCCOA FALLS COLLEGE COURSE SYLLABUS

SPN123: ELEMENTARY SPANISH 2

FALL – OL1B - 2023

Department of Humanities

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Office Hours: NA



COURSE DESCRIPTION

This course is the second of four parts of the essential vocabulary, phonetics, and grammar needed to adequately express the target language. There will be a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SPN 113 or equivalent.

This is an online course that does not require face-to-face meetings. All activities for this course will take place online.



IMPORTANT DATES

FIRST DAY OF CLASS: October 16

DROP/ADD DEADLINE: October 18 by 5:00 pm

MIDPOINT OF THE SESSION: November 9

LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY: November 9 by 5:00 pm

***LAST DAY OF CLASS:** December 8

*Depending on the term, grades for graduating seniors and dual enrollment students may be due by 10am on the last day of class. Please make arrangements with the professor to ensure all assignments are turned in prior to this date.



COURSE OBJECTIVES

Objective 1: Gaining a basic understanding of the subject (Spanish language and culture) (IDEA – Essential)

Objective 2: Developing knowledge and understanding of diverse perspectives, global awareness, or other cultures (IDEA – Important)

Objective 8: Developing skill in expressing oneself orally or in writing in Spanish (IDEA – Important)



REQUIRED MATERIALS

TEXTBOOKS

Textbooks are linked in the Course Page.

HOW TO ORDER TEXTBOOKS

If a textbook is required, log into my.tfc.edu and scroll to the bottom of the page. Select “Welcome to Your Official Online Bookstore” to navigate to tfc.ecampus.com. Click “Shop by Course” and then select the proper term from the drop down. Use Location, Department, Course Number, and Section drop downs to select courses. Click “Find Materials for Course” to view required/optional textbooks for each course. Select desired textbooks, then click “Add items to cart” at the bottom of the page. Proceed to check-out and follow instructions.

TECHNOLOGY/OTHER MATERIALS

You will need a microphone to record speaking assignments. You will also need to be able to view videos, download materials, and upload assignments.

All online students must have access to **a computer with internet access**.

All TFC students have access to the **Microsoft Office Suite** through myTFC and can download it to their computers while enrolled at TFC. Download instructions can be found by logging into my.tfc.edu and opening the drop-down menu under “Services” on the left. Select “I.T. Department” and then “Office 365 Installation.”

All TFC students are assigned a **student email address**. This email address can be accessed at mail.tfc.edu. The I.T. Department will provide login credentials.

IMPORTANT! STUDENTS MUST CHECK THEIR TFC STUDENT EMAIL REGULARLY

Please contact the IT Department (support@tfc.edu) if there are any questions or issues.



REQUIREMENTS & GRADING

CHECK-IN QUIZ

The first assignment for this course is to complete the Check-In Quiz. This quiz is required as a way to demonstrate that you intend to take the course. *If you do not complete the quiz by the end of the drop/add period (typically the first 2-3 days of the course), then you will be dropped from the class.*

You must complete the Check-In Quiz located at the top of the Course Page for each class in which you are enrolled.

By completing the Check-In Quiz, you are confirming the following:

- That you intend to take the class
- That you understand the requirements of the course and the online course policies (such as, but not limited to, due dates, withdrawal policies, plagiarism policies, etc.)
- That you have read and understand the syllabus and any accompanying course information documents
- That you understand the important dates of the course (such as drop/add deadline, midpoint, last day of class, etc.)

If you are not able to complete the Check-In Quiz before the end of the drop/add period, you must reach out to both the professor and online@tfc.edu to state that you intend to take the course.

ASSIGNMENTS

ASSIGNMENT	POINTS
Threaded Discussions	100
Destinos Video Quizzes	75
Writing Assignments	75
Speaking Assignments	75
Learning Checks	100
Exams 1-5	175
Midterm: Exam & Writing/Speaking	200
Final: Exam & Writing/Speaking	200
Total possible points:	1000

Threaded Discussions – (100 Points / 10%)

Each chapter has a threaded discussion, worth 20 points. The original post is worth 14 points and has a 200+ word minimum. Two response posts, each worth 3 points each, and have a 70+ word minimum.

Destinos Video Quizzes – (75 points / 7.5%)

Each chapter has a quiz, worth 15 points, with unlimited attempts, based on the Destinos Video series. For each chapter, students will watch an episode of Destinos and then complete a listening comprehension quiz on the events of that episode.

Writing Assignments – (75 Points / 7.5%)

Each chapter has a writing assignment, worth 15 points.

Speaking Assignments – (75 Points / 7.5%)

Each chapter has a speaking assignment, worth 15 points.

Learning Checks – (100 Points / 10%)

Each chapter has a learning check, worth 20 points and has unlimited attempts. There is no time limit. Use this as a "pre-test" to see if you are sufficiently prepared for the chapter exam.

Chapter Exams – (175 Points / 17.5%)

Each chapter exam is worth 35 points and may be attempted two times. Each attempt is timed at 90 min. These are open book tests.

Midterm: Exam & Writing/Speaking – (200 Points / 20%)

The midterm exam is worth 200 points, timed at three hours, and may be taken two times. Your best attempt appears in your grade book. It is an open book tests.

There is a Writing and a Speaking Assessment for the Mid Term, worth 100 points.

Final: Exam & Writing/Speaking – (200 Points / 20%)

The final exam is worth 100 points, timed at three hours, and may be taken two times. Your best attempt appears in your grade book. It is an open book tests.

There is a Writing and a Speaking Assessment for the Final, worth 100 points.



ONLINE COURSE INFORMATION

This is a fully online course.

All official communication from Toccoa Falls College will be sent to the student's TFC email address. This includes professor/student interaction. The student is *highly* encouraged to check their TFC email daily.

Toccoa Falls College utilizes Moodle (referred to as Course Pages). This is where students will be able to access their online courses and complete the required activities/assignments. Course Pages can be accessed by logging into my.tfc.edu and clicking “Course Pages” on the top banner.

Online courses may include synchronous or asynchronous activities.

- Asynchronous activities require students to actively participate in the online course. These activities are *not* in real-time at a scheduled day/time. Asynchronous activities include discussion forums, journals, assignments, etc.
- The use of synchronous activities (such as Zoom or Microsoft Teams meetings) is at the discretion of the professor of the course, and the date/time will be determined by the instructor and students at a mutually suitable day/time. Students will not be required to attend any synchronous activities.
 - [This course does not have any synchronous activities.]

Online education is a great way to provide the student with more flexibility than a face-to-face classroom. Because the work is accomplished online, it is very important for the success of the student that the student manages time effectively, is self-motivated to accomplish the work, takes responsibility for learning, is willing to seek help from their professor, tutor lab, and/or advisor when necessary, engages in discussion boards, assignments, and all learning activities, and has a willingness to work independently. It is also important that the student has an appropriate environment in which to focus and be free from distraction. It is crucial that the student log into the course, check their TFC email, and participate in the course regularly.

For technical support, please contact the I.T. Department at support@tfc.edu.

	P O L I C I E S & G U I D E L I N E S
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ATTENDANCE

Online students are expected to actively participate (by completing assignments, viewing lectures, participating in discussion posts, etc.) each week in their online courses. Students are also expected to regularly check their TFC student emails and respond to emails from professors.

If a student is unable to complete course work for any reason, it is the responsibility of the student to communicate with the professor as soon as possible.

If a student does not log into their course for 28 days or more, the student will be administratively withdrawn from the course and will receive a failing grade.

LATE WORK POLICY

The acceptance of make-up assignments/late work is at the discretion of the professor for each individual course.

[Anything submitted late, irrespective of reason, is subject to deduction of 10% off per day late. For example, an assignment that is one day late will be deducted 10%; an assignment two days late will be deducted 20%, etc.

No assignments will be accepted after the last day of the course.

The student is responsible to make sure late work is recorded in the gradebook.]

ACADEMIC CATALOG

The current Toccoa Falls College Academic Catalog is available online at <https://tfc.edu/academics/academic-catalog/>

GRADING STRUCTURE

LETTER GRADE	PERCENT	QUALITY PTS	
A	94-100	4.0	A - Superior work
A-	90-93	3.7	B - Above average or good work
B+	87-89	3.3	C - Average work
B	83-86	3.0	D - Below average or poor work
B-	80-82	2.7	F - Failing work or withdrawn failing after the Friday following fall or spring break
C+	77-79	2.3	FX - Failed to make up incomplete work, unofficial, or administrative withdrawal from college
C	73-76	2.0	I - Incomplete (given in cases of illness or extreme circumstances; if incomplete work is not completed within the prescribed limit, the grade becomes FX)
C-	70-72	1.7	AU - An audited course
D+	67-69	1.3	W - Withdrawn from an audited course or failed to attend at least 60% of the audited course
D	63-66	1.0	WP - Withdrawn passing (non-punitive)
D-	60-62	0.7	WF - Withdrawn failing (used prior to mid-point; non-punitive)
F	0-59	0.0	S - Satisfactory
			U - Unsatisfactory (non-punitive)
			TR - Transfer coursework
			PC - Proficiency Credit, Institutional Challenge Exam

COURSE DROP

Students can make changes to their schedule during the drop/add period (typically the first 2-3 days of the course). Students should verify the drop/add deadline for the term by checking the Academic Catalog or emailing online@tfc.edu.

When a student drops a course, it is removed from their schedule completely. It is as if the student never registered for the course. Dropping courses can affect financial aid, so students are encouraged to contact the Office of Financial Aid (finaid@tfc.edu) before making changes to their schedule.

Students may contact the Online Department (online@tfc.edu) with any questions.

COURSE WITHDRAWAL

After the drop/add deadline, all courses on the student's schedule will appear on the student's transcript. If a student wishes to withdraw from a course, they must complete an [Online Course Withdrawal Form](#), which is linked near the top of the Course Page. The last day to withdraw

failing without academic penalty is the midpoint in the online course. Withdrawal grades are calculated as hours attempted.

Completing an Online Course Withdrawal Form *before* the midpoint in the term will result in either a WP (course grade of 60% or above) or a WF (course grade of 59% or lower) on the TFC transcript. WP and WF grades do not affect a student's GPA.

Completing an Online Course Withdrawal Form *after* the midpoint in the term will result in either a WP (course grade of 60% or above) or a F (course grade of 59% or lower) on the TFC transcript. A grade of WP will not affect a student's GPA. A grade of F *will* affect the GPA.

An administrative online course withdrawal due to a lack of attendance or communication is considered an unofficial withdrawal. Unofficial withdrawal will result in failure of the course.

Withdrawals that result in a student dropping below full-time enrollment will unfavorably affect Veteran's benefits, foreign student visas, and financial aid.

ACADEMIC HONESTY

Integrity extends to all parts of the Christian's life and character. This includes the Christian's academic life. Plagiarism is defined in the MLA Handbook as the use of another's ideas or expressions without proper acknowledgment. Plagiarism is not limited to word-for-word copying; it includes any false assumption of authorship, including paraphrasing lines of reasoning from a printed source and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious ethical and moral offense.

Examples of intentional plagiarism include, but are not limited to: buying a paper from a public source, copying material from a printed source, soliciting or allowing someone to submit material for you, the usage of artificial intelligence (AI), and submitting previously written material without the consent of the faculty member.

Any submitted academic work may be checked for academic dishonesty by plagiarism and AI detection programs. Whenever the college establishes that a student has engaged in cheating, plagiarism, the usage of AI, or any other form of dishonesty, disciplinary action will be taken, up to and including the assignment of an automatic "F" for the entire course. This grade penalty shall take precedence over a course withdrawal received by the Registrar's Office on the same day or later than the incidence of academic dishonesty. The Deans Council may also consider dismissal from the college. Any modification of the above disciplinary action will be considered only if the student files an appeal to the Academic Discipline Appeals Committee through the Academic Dean's office.

Academic honesty is taken very seriously in online education. It is the responsibility of the student to know the professor's guidelines for taking exams and completing the work.

GRADE APPEAL PROCESS

Students who have concerns related to academic courses (grading, assignments, class policies, course materials, etc.) should first discuss the matter with the class instructor. If no agreement on

the matter can be achieved on that level, the student may consult with the Distance Education department (online@tfc.edu). If the matter is not resolved by consultation with the Distance Education department, the student may arrange for a meeting with the Vice President for Academic Affairs. The Vice President for Academic Affairs may choose to refer the matter to the Deans Council.

Students must submit all appeals and rationale in writing to the instructor within 14 days of the last exam day of the semester in question. Grade changes submitted after this period must have approval of the appropriate School Dean.

DISABILITY SERVICES

The Americans with Disabilities Act (ADA) defines a person with a disability as any person who has a physical or mental impairment which substantially limits one or more major life activities (walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impairment. Disability Services coordinates and provides a variety of academic and support services based on the individual needs of each student. The goal of Disability Services is to seek to create an accessible academic, social, and physical environment for students with disabilities at Toccoa Falls College.

Students seeking accommodations must contact the Center for Academic Success.

TUTORING SERVICES

The goal of Tutoring Services is to provide a variety of academic and support services for student achievement and adjustment in college. Tutoring services are available free of charge to currently enrolled students requesting academic assistance. Tutoring involves one-on-one assistance from qualified students who have been approved by the director and the faculty in a given subject area. Tutoring is available for most subjects offered at Toccoa Falls College. Tutoring is available to both residential and online students. The tutor lab is typically open 6PM – 10PM Sunday through Thursday. The tutor lab can be reached at tutor@tfc.edu.



COURSE SCHEDULE

[Please include a week-by-week breakdown **including deadlines** for your course. You are free to format this section as you wish, but a recommended example template is below]

WEEK	DATES	TOPICS	ASSIGNMENTS	DUE DATES
1	Oct 16 – 22	Chapter 6	Check-In Quiz Discussion – Original Post Discussion – Responses All Other Assignments	10/18 – 5pm 10/18 – 11:59 pm 10/22 – 11:59 pm 10/22 – 11:59 pm
2	Oct 23 – 29	Chapter 7	Discussion – Original Post Discussion – Responses All Other Assignments	10/25 – 11:59 pm 10/29 – 11:59 pm 10/29 – 11:59 pm
3	Oct 30 – Nov 5	Chapter 8	Discussion – Original Post Discussion – Responses All Other Assignments	11/1 – 11:59 pm 11/5 – 11:59 pm 11/5 – 11:59 pm
4	Nov 6 - 12	Midterm	Midterm Review Midterm Exam Midterm Writ/Speak Asmt	11/8 – 11:59 pm 11/12 – 11:59 pm 11/12 – 11:59 pm
5	Nov 13 – 19	Chapter 9	Discussion – Original Post Discussion – Responses All Other Assignments	11/15 – 11:59 pm 11/19 – 11:59 pm 11/19 – 11:59 pm
6	Nov 20 – 26	Chapter 10	Discussion – Original Post Discussion – Responses All Other Assignments	11/22 – 11:59 pm 11/26 – 11:59 pm 11/26 – 11:59 pm
7	Nov 27 – Dec 3	Final	Final Exam Final Writ/Speak Asmt Extra Credit	11/29 – 11:59 pm 12/3 – 11:59 pm 12/3 – 11:59 pm