SPAN 101: Introductory Spanish I – Welcome Letter

Department of Modern Languages and Linguistics

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<tr>
<th>Instructor:</th>
<th>Mr. Armando Galicia-Silva, Ph.D. (ABD), M.A.</th>
<th>Email:</th>
<th><a href="mailto:Armando.GaliciaSilva@usd.edu">Armando.GaliciaSilva@usd.edu</a></th>
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<tbody>
<tr>
<td>Course Number:</td>
<td>SPAN 101-U820T/U821T</td>
<td>Office Phone:</td>
<td>(605) 677-6649</td>
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<tr>
<td>Class Meetings:</td>
<td>Online</td>
<td>Office Location:</td>
<td>Slagle 304 D</td>
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Please be sure to **READ THIS LETTER AND THE SYLLABUS CAREFULLY** as they are the governing documents for the course.

**WELCOME!**

Welcome to SPAN 101: Introductory Spanish I. My name is Mr. Armando Galicia-Silva and I will be your instructor this semester. Although Spanish is my native language, I have formally studied and hold full credentials to teach its grammar, literatures and cultures. Accordingly, I thoroughly enjoy learning and teaching Spanish, and look forward to a great semester.

Before getting into the details of this class, I want to remind you of this course description: Online Spanish 101: Introductory Spanish I is designed to present the student with the basic elements of contemporary Spanish. This includes listening, reading, writing and speaking. The students will systematically learn the elementary grammar structures, providing a linguistic base of knowledge.

**REQUIRED MATERIALS**

**Author:** Blanco, José A.

**Title:** Portales (Introductory Spanish 1), 2016

**Publisher:** Vista Higher Learning

**ISBN:** 9781680041958. (Notice that we will not use the physical format of the textbook, but rather the **DIGITAL FORMAT** of the textbook.

**Price:** $271.45 at the USD Bookstore or $190.00 if purchased directly from the publisher.

**Technology Requirements**

The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the Online Student Handbook document in the Getting Started widget on the course homepage.
IMPORTANT: This course will be utilizing the Respondus LockDown Browser and Monitor remote proctoring solution this semester. You will be required to use a webcam and microphone while taking the exam—most laptops have these built in, or they can easily be obtained. Please see the syllabus for details.

You will need to have the appropriate permissions to both install the software on the computer from which you will be taking the exam, and to use the webcam/mic.

Additionally, office hours will be facilitated face-to-face on Mondays from 11:00am to 2:00pm at Slagle Hall, Rm. 304D and via chat thru VHLCentral (https://www.vhlcentral.com/) on Tuesdays from 7:00pm to 9:00pm.

General Course Schedule
In general, a typical week in this course will be sequenced as follows:

<table>
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<th>DAY</th>
<th>TASK</th>
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<td>Monday</td>
<td>Start of the week; new multimodal presentations, interactive tutorials and/or videos; vocabulary, pronunciation, culture, and/or grammar practice activities; vocabulary and/or grammar self-check assessments available; and/or writing projects. Face-to-face office hours @ 11: AM CT at SL 304D (optional) Open for independent work and communication via VHLCentral, D2L, and/or email</td>
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<tr>
<td>Tuesday</td>
<td>Virtual office hours via chat thru VHLCentral @ 7:00 PM CT (optional) Open for independent work and communication via VHL Central, D2L, and/or email</td>
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<td>Wednesday</td>
<td>Open for independent work and communication via VHLCentral, D2L, and/or email</td>
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<tr>
<td>Thursday</td>
<td>Open for independent work and communication via VHL Central, D2L, and/or email</td>
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<tr>
<td>Friday</td>
<td>If a graded lesson test is scheduled, it will open @ 12:00 AM CT Open for independent work and communication via VHL Central, D2L, and/or email</td>
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<td>Saturday</td>
<td>Open for independent work and communication via VHL Central, D2L, and/or email</td>
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<tr>
<td>Sunday</td>
<td>All weekly assigned activities, self-check assessments, lesson tests and/or writing projects due by 11:59 PM CT on Sunday night.</td>
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General Course Requirements and Expectations
The South Dakota Board of Regents defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. This is a four-credit-hour course, so students should expect to dedicate roughly twelve (12) hours per week in this course.

Because this is an online course, we will not meet face to face, so this engagement will be facilitated via the following activities, all of which will be due by the end of the week:

- Viewing of (for credit) multimodal presentations, interactive tutorials and/or videos to better engage in your learning of Spanish vocabulary, pronunciation, culture, and grammar.
- Completion of (graded) vocabulary, pronunciation, culture, and grammar practice activities.
- Short (for credit) vocabulary and grammar self-check assessments (on weeks without lesson tests).
- Lesson tests, one roughly every three weeks at the end of each lesson.
- Brief (graded) writing projects to be completed at the end of lessons 2, 3 and 4.
- Other activities and/or assessments at the instructor’s discretion.
**IMPORTANT:** This will not be a self-paced or correspondence-like course. You will be required to complete—and assessed on—weekly activities. Failure to do so may result in a reduced grade in the course, or being dropped from the course.

**Getting Started**

First, you will need to access the course in Desire2Learn (D2L). This can be done via the USD student portal, [http://my.usd.edu](http://my.usd.edu), or directly via [https://d2l.sdbor.edu](https://d2l.sdbor.edu). The course should be listed in under “My Courses.”

Note: you will not be able to access the course until the official start date.

Next, you should familiarize yourself with the Online Student Handbook, which can be found in the Getting Started widget on the course homepage. It contains important information on accessing USD’s resources online.

Once in the course, you should do the following:

1. Read through the items in the Getting Started section on the top, left-hand side of the course homepage.
2. Orient yourself to the other important areas (widgets) of the homepage:
   - **News**: where the weekly roadmap will be posted.
   - **Content**: where some course materials reside.
   - **Assessments**: where you will access your Grades, Quizzes (lesson tests and the final exam), the Survey (due Friday of Week-1) and the Dropbox (to submit papers).
   - **Communications**: where you will access the Welcome Discussion board (due Friday of Week-1).
   - **Resources**: where you will find the Classlist and the FAQ.
   - **Course Mail**: this is located at the very top, right-hand side of the course, and will be used for all official correspondence in the course; when you have unread Course Mail, a red badge will appear on the email icon: ![important]
3. Sign up for VHLCentral: all assigned activities (graded and for credit) and short (for credit) self-check assessments will be completed in the VHLCentral website. The deadlines for each lesson activities and assessments will also be available there. Your ongoing homework grade will also be available there.
4. Post your introduction in the Week 1 discussion topic under Communications ➔ Discuss in D2L on or before Friday, August 25, 2017.
5. Take the assessment survey regarding the content of the Syllabus under Assessments ➔ Survey in D2L on or before Friday, August 25, 2017.

**IMPORTANT:** You must complete the last two tasks (#5 and #6) by the end of the first week of the course, or you risk being dropped from the course. If you are having problems doing so, please IMMEDIATELY contact me.

**Contacting Me**

My contact information is listed at the top of this document. The best way to contact me is through email at Armando.GaliciaSilva@usd.edu. I will do my utmost to respond to your requests within twenty-four (24) hours during the weekdays, or forty-eight (48) hours on the weekends and holidays. Note: please do not use the pager tool to contact me.