# UNIVERSITY OF NEW MEXICO – VALENCIA CAMPUS

## SPAN 1120 – 502 - ONLINE – 100% Online Instruction

## GENERAL INFORMATION

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| **Instructor: Dorothy A. Gaylor, PhD** | **SPAN 1120 – 502 - 78208** |
| **Office Hours: T/Th 9:00 – 10:00 a.m. or online by Appt.** | **Credit Hours: 3** |
| **Email: dgaylor@unm.edu** | **Term: FALL 2025**<br>**AUGUST 18 – DECEMBER 13, 2025** |
| | **Final Exam: DECEMBER 09, 2025** |
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## COURSE DESCRIPTION

SPAN 1120 is the second part of a college level introduction to Spanish that promotes language learning in a cultural context. This course is designed for students with that have completed 1110, introduction to Spanish. This course develops basic listening, speaking, reading and writing skills and basic intercultural competence in interpretive, interpersonal and presentational modes of communication at the Novice Mid-level to Novice High of proficiency based on ACTFL guidelines. During this course, students perform better and stronger in the Novice Mid-level while some abilities emerge in the Novice High range. SPAN 1120 is an introductory course aimed at helping the student to communicate in Spanish in everyday familiar situations via recognition and production of practiced or memorized words, phrases, and simple sentences.

## TECHNOLOGY SKILLS AND REQUIREMENTS

If you are computer and Internet savvy, this class is for you, because it has been designed for students that comfortable with technology. Learning is via various modes such as videos, audio, visual presentations, navigating the web, etc., as various websites are regularly accessed to complete the course. The class may be

challenging for those students that are not comfortable with multimodal online instruction. Please become familiar with all the tools required to complete your assignments. And, please know that help is always available through campus technology, website assistance (check the HELP links at each website), or ask the instructor.

## REQUIRED TEXTS, MATERIALS, and ONLINE ACCOUNTS

The ability to regularly access UNM Canvas online and all websites with a reliable Internet connection.

All SPAN 1120 materials are accessed online at CANVAS (myunm.edu). There is no need to purchase a textbook.

## STUDENT LEARNING OUTCOMES

The following are based on the national standards or foreign language learners:

01. Students can communicate on very familiar topics using a variety of words and phrases that they have practiced and memorized.
02. Students can present information about themselves and some other very familiar topics using a variety of words, phrases, and memorized expressions.
03. Students can write short messages and notes on familiar topics related to everyday life.
04. Students can often understand words, phrases, and simple sentences related to everyday life.
05. Students can recognize pieces of information and sometimes understand the main topic of what is being said.
06. Students can understand familiar words, phrases and sentences within short and simple texts related to everyday life.
07. Students can sometimes understand the main idea of what they have read.
08. Students can demonstrate connections between beliefs, behaviors and cultural artifacts of the Spanish-speaking world and make informed cross-cultural comparisons to develop their sense of personal and social responsibility.

## COURSE REQUIREMENTS, COMPONENTS, ATTENDANCE & POLICIES

**Attendance and Participation**: Learning a new language well requires consistent effort. Regular and effective attendance is expected, and attendance and

participation are determined by your involvement and engagement with the weekly assignments in the online classroom. This means that you are expected to log in and complete lessons and assignments on a weekly basis. Please do not expect to login and complete work the day it is due. Also, please respect and submit all assignments on CANVAS by the due dates posted.

Any student that is dropped for nonattendance is notified at their UNM e-mail address. If there is a compelling and verifiable reason for not completing assignments and attending regularly, please contact the instructor BEFORE you are dropped, or in any event within two days of email notification. These are important UNM Academic Calendar dates.

**DISCUSSIONS-CONVERSACIONES**: On CANVAS on Discussion is where you will be able to post along with your classmates. Assignment topics are posted and you are expected to post and to reply at least once per Module and complete all parts of the post. This means, in almost all cases, that you will not only post yourself for your classmates to read and respond to, but you will also read and respond to your classmates' posts.

**CANVAS ONLINE UNIDADES**: Assignments focus on vocabulary, grammar, reading and writing practice, listening comprehension and speaking. Your online work provides feedback so you can monitor your progress. All online exercises should be submitted before or on the assigned due date. Online exercises provide students with sufficient opportunity to master the material presented and to be optimally prepared to take each quiz. All assignments are graded for completion, not errors. If all parts of the assignment are not completed, then points are deducted from the total value of each assignment.

**QUIZZES PRUEBAS**: There is one UNIT QUIZ per UNIT. There are no make-up quizzes UNLESS you have a valid reason for not taking a quiz. Should a student miss a scheduled quiz due to unavoidable circumstances, proof must be submitted. Please ensure that you prepare ahead of time to complete your quizzes before the due date. Quizzes are graded for errors and completion.

**FINAL EXAM**: The final exam is mandatory and comprehensive covering the material in all UNITS.

**GRADES**: The final grade is based on the following course components and percentages (see below). Please remember that you are graded not for errors, but for effort. A complete assignment will receive full points, but an incomplete assignment will receive a reduced grade for missing components of assignment.

All assignments that are self-quizzes or auto-graded MUST show a score equivalent to 09/10 or they will not count as completed.

| COURSE COMPONENTS | PERCENTAGE of FINAL GRADE |
|---|---|
| **PRELIMINARY ASSIGNMENT** | 50 points x 1 pre-unit = 50 points total or 5% |
| **VOCABULARIO** | 40 points x 5 unit assignments = 200 points total or 20% |
| **FORMA Y FUNCIÓN: LABORATORIO PARA APRENDER ESPAÑOL** | 40 points x 5 unit assignments = 200 points total or 20% |
| **COMPRENSIÓN AUDITIVA** | 20 points x 5 unit assignments = 100 points total or 10% |
| **CONVERSACIONES** | 10 points x 5 unit assignments = 50 points total or 5% |
| **LECCIÓN CULTURAL** | 10 points x 5 unit assignments = 50 points total or 5% |
| **PROJECT** | 1 Project @ 100 points or 10% |
| **UNIT QUIZ** | 30 points x 5 unit quizzes = 150 points total or 15% |
| **FINAL EXAM** | 1 Final exam @ 100 points = 10% |
| **CURIOSIDADES SOBRE EL ESPAÑOL** | 5 assignments @ 5 points = 25 points extra credit |

**Late Work Policy:** Submission of late assignments on CANVAS is allowed, but penalized and only for five days. Please take careful note of all due dates for all assignments. Only in an extenuating circumstance with proof will an extension

for submission of late assignments be approved. Send an email detailing any issues to dgaylor@unm.edu

**Withdrawal Policy**: Participants are expected to comply with UNM regulations regarding withdrawal from a course as noted in the class schedule. Note: If you have not shown regular participation for the first full week of the course you may be dropped for non- attendance. Students should not assume they will be dropped automatically, although I may drop you for lack of participation. Please drop the class if you no longer intend to attend.

**Instructor Communication Policy**: Emails and messages will be responded to ASAP. Contact me directly via lobomail.edu: (dgaylor@unm.edu). Please provide your name and class section in the subject box.

**Netiquette**: Your participation is expected to be collegial, academic, and constructive. It is important to recognize that each of us may have a different point of view. It is acceptable to debate a topic using facts and citations to support your stance or viewpoint; however, you should conduct your debate in a professional tone. Netiquette Guidelines: Please follow these guidelines when communicating with others online. -Identify yourself: • Begin messages with a salutation and end them with your name. • Use a signature (a footer with your identifying information) at the end of a message -Include a subject line: Give a descriptive phrase in the subject line of the message header that tells the topic of the message. -Avoid sarcasm: People who do not know you may misinterpret its meaning. -Respect others' privacy: Do not quote or forward personal email without the original author's permission. -Acknowledge and return messages promptly. -Copy with caution: Do not copy everyone you know on each message. -Be concise: Keep messages concise—about one screen, as a rule of thumb. Use appropriate language: • Avoid coarse, rough, or rude language. • Observe correct grammar and spelling. -When necessary, use appropriate emoticons (emotion icons) to help convey meaning.

**Academic Dishonesty and Plagiarism**: Academic Dishonesty is any behavior on the part of a student that results in that student's or any other students' giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Such acts include, but are limited to: cheating, plagiarism, falsification/fabrication, unauthorized collaboration, or the use of any resource on an assessment which is not allowed by the instructor. Students may work in small groups on assignments, but each must contribute an equal share. In other words, each student must understand the concept and be able to perform

the skill on his/her own. Copying or relying on another student for answers is considered cheating. If it is found that he or she committed any infractions of dishonest academic process, then he or she will lose credit for the assignment or assessment, may be dropped from the course, lose credit, and /or fail the course. Please do not use online translators—they are not accurate anyway. Other than the quizzes, I do not grade on errors, but on completeness of assignments.

## SPECIAL NEEDS ACCOMODATIONS (Americans with Disabilities Act-ADA)

Qualified students with special learning needs are encouraged to notify the instructor at the beginning of the class about any specific assistance that may be required to support the student's learning. It is the instructor's intent to assist qualified students with special learning needs by making course modifications that will ensure a successful learning experience for the student.

**ADA and STUDENTS WITH DISABILITIES**: If you have a documented disability, the Equal Access Services office will provide me with a letter outlining your accommodations. I will then discuss the accommodations with you to determine the best learning environment. If you feel that you need accommodations, but have not documented your disability, please contact Jeanne Lujan, the coordinator for Equal Access Services at 925- 8910 or contact Jeanne Lujan at jmlujan@unm.edu.

You can also access more information at http://www.unm.edu/~vcadvise/equalaccess.htm Title IX Statement: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered "responsible employees" by the Department of Education. This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/universitypolicies/2000/2740.html

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION**: In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate

Assistants are considered “responsible employees” by the Department of Education (see page 15) http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf ). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: https://policy.unm.edu/university-policies/2000/2740.html .

## HELPFUL INFORMATION AND COMMUNICATION

**It is imperative that you know how to make a screenshot. There is a practice opportunity in the Module “Screenshot Practice.” Please make sure you do know how to make a screenshot and paste it to a text box.**

**Spanish symbols on the computer**: (This only works with numeric keypad and you must depress the ALT key at the same time as you enter the numbers) Alt 129=ü Alt 130=é Alt 144=É Alt 154=Ü Alt 160=á Alt 161=í Alt 162=ó Alt 163=ú Alt 164=ñ Alt 165=Ñ Alt 168=¿ Alt 173=¡

Feel free to google “Spanish ALT codes” because there are other ways to type the accents and symbols in Spanish depending on your computer, laptop or Ipad or phone. There is also a lesson on Module “Helpful Links” about the Spanish orthographic symbol (commonly called the “accent mark”); how and why it is used.

**Email and messages**: Please email me via Loboweb email: dgaylor@unm.edu. For messages or questions pertaining to class assignments or other non-personal questions, feel free to post a message in the QUESTIONS discussion forum in MODULES on CANVAS. **PLEASE DO NOT EMAIL ASSIGNMENTS to me**--emailed assignments will not be accepted or graded unless prior arrangements have been made for emergency situations only. Assignments **MUST** be posted to the appropriate assignment on the CANVAS Modules. Please do not attach a file unless requested to do so.

Above all, ask questions, email me; I am here to teach and to help you learn. dgaylor@unm.edu

# BRIEF COURSE CALENDAR

| ASSIGNMENTS | DUE DATES |
|---|---|
| WEEK ONE 08/18/2025 – 08/24/2025<br>UNIDAD PRELIMINAR | 08/25/2025 |
| UNIDAD UNO A | 09/05/2025 |
| UNIDAD UNO B | 09/19/2025 |
| PRUEBA UNO | 09/21/2025 |
| UNIDAD DOS A | 09/26/2025 |
| UNIDAD DOS B | 10/10/2025 |
| PRUEBA DOS | 10/12/2025 |
| UNIDAD TRES A | 10/24/2025 |
| UNIDAD TRES B | 11/07/2025 |
| PRUEBA TRES | 11/09/2025 |
| UNIDAD CUATRO A | 11/14/2025 |
| UNIDAD CUATRO B | 11/21/2025 |
| PRUEBA CUATRO | 11/23/2025 |
| UNIDAD CINCO A | 11/28/2025 |
| UNIDAD CINCO B | 12/05/2025 |
| PRUEBA CINCO | 12/07/2025 |
| PROYECTO DEL SEMESTRE | 12/08/2025 |
| EXAMEN FINAL | 12/13/2025 |