Title of Course: SPANISH 2  
Course Number: SPAN 102  
Lecture Hours per Week: 4 + 1 lab hr.  
Off.Hrs: M & Th: 10:00-11:00 pm  
Instructor: Eda Henao, Ph.D.  
Instructor's Email: ehenao@bmcc.cuny.edu  
Telephone: (212) 220-8112 or (718) 408-4306  
Credits: 4

A. COURSE DESCRIPTION
In this continuation of Spanish I, grammar, composition and oral comprehension are developed and supplemented by readings or Spanish texts. Students who have taken SPN 103 will not receive credit for this course. Prerequisite: SPN 101 or departmental approval

ADDITIONAL DESCRIPTION. This course offers students an opportunity to enhance their Spanish reading, writing, speaking and comprehension skills through active class use of vocabulary and grammar. The course’s balanced, four-skills approach endeavors to prepare students to use the language in a natural way for communication in a variety of situations. It emphasizes the use of language for oral communication without neglecting the other basic language skills. This class will use reading and writing activities to extend students’ grasp of vocabulary and grammatical structures and to further their comprehension of and ability to express themselves in Spanish. Activities will be largely devoted to providing practice through form-based and communicative activities.

B. PREREQUISITES/COREQUISITES
Pre-requisite: SPAN 101 or equivalent.

C. STUDENT LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>Course Student Learning Outcomes</th>
<th>Measurements (means of assessment for student learning outcomes listed in first column)</th>
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<tbody>
<tr>
<td><strong>A. Listening and Speaking:</strong> Students will be able to:</td>
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<td>- Follow simple verbal directions and classroom management expressions in Spanish. This will be facilitated by an emphasis on cognates and learned sentence-level requests.</td>
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<tr>
<td>- Ask and answer questions based on vocabulary and grammar acquired within a context of thematic units.</td>
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<td>- Understand and respond to high-frequency classroom language.</td>
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<tr>
<td>- Communicate using acquired vocabulary and syntax by initiating and maintaining brief conversations related to assigned tasks or projects such as oral presentations, questions from reading materials, situational conversations, and skits.</td>
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<td><strong>B. Reading/Writing/Grammar:</strong> Students will be able to:</td>
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<td>- Meet limited practical writing needs such as note-taking and answering questions in writing</td>
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<tr>
<td>- Demonstrate comprehension of main ideas and facts from first-and second-semester level short stories, poems, or articles read inside and outside class by answering questions about the text, and by paraphrasing verbally and in writing.</td>
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<tr>
<td>- Generate statements of opinion and/or questions pertaining to the scope of the readings when provided with written or verbal cues.</td>
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<tr>
<td>- Demonstrate a gradually progressing control of grammatical and</td>
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syntactical elements of the Spanish language. Activities involve responding to written questions, composing original dialogues, and performing presentations that demonstrate mastery of particular grammatical concepts.

C. Culture: Students will be able to:
- Identify general characteristics of Hispanic societies relating to customs, holidays, concepts of time and personal space, etc.
- Discuss various aspects of Hispanic culture as depicted in specific examples from sports, news media, films, literature, and music.

3. Weekly homework assignments, Hispanic-American country project.

D. GENERAL EDUCATION LEARNING OUTCOMES

<table>
<thead>
<tr>
<th>General Education Learning Outcomes</th>
<th>Measurements</th>
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<tbody>
<tr>
<td>1. Communications Skills- Students will be able to write, read, listen critically and effectively.</td>
<td>1. Formal writing assignments, blog presentations, discussion boards, and short essays.</td>
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<tr>
<td>2. Arts &amp; Humanities &amp; Knowledge of Global Perspectives - Students will be able to develop knowledge and understanding of arts, humanities, and global perspectives via exposure to second-semester level readings in literature, culture, and history.</td>
<td>2. Quizzes, Discussions Board, short writing assignments, and Hispanic-American country project.</td>
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E. REQUIRED TEXTS AND/OR SUPPLEMENTARY MATERIALS

1. **Online Textbook**: Blanco, EN LÍNEA 3.0. Published by Vista Higher Learning, Boston, MA 2012.

**REQUIRED TEXTBOOK:** May be purchased at our bookstore, another bookstore, or directly from the publisher at:

http://www.vhldirect.com/store/bmcc.htm

<table>
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<tr>
<th>ISBN #</th>
<th>WHAT YOU ARE ORDERING</th>
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<tbody>
<tr>
<td>978-1-61767-550-8</td>
<td>En línea 3.0 code (6-Month access to complete site) $55.00</td>
</tr>
<tr>
<td>978-1-61767-551-5</td>
<td></td>
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Purchase **ONLY** the online access code for the online textbook **EN LÍNEA**. This is the **REQUIRED TEXTBOOK FOR THIS CLASS**. Students must have purchased, have set up their accounts and have access to this online access code by CUNY’s official first day of classes.

**OPTIONAL**: ONLINE KEY + LOOSE LEAVE COMPANION TEXT:

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<th>ISBN #</th>
<th>WHAT YOU ARE ORDERING</th>
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<tbody>
<tr>
<td>978-1-61767-594-2</td>
<td>En línea 3.0 (6 Month access) + Volume 1 Companion edition (Lessons 7-12) $74.75</td>
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2. **Dictionary**: It is a good idea to buy a Spanish-English dictionary for this course. Besides providing you with the Spanish translations of English words, a good dictionary includes alternate meanings of words so that you may contextualize better your reading and translation assignments. Any **inexpensive** paperback Spanish-English dictionary that contains **at least 5,000** words is O.K. Some of the most commonly used dictionaries are the **Harper Collins**, **Bantam** or the **Larousse**.

F. USE OF TECHNOLOGY

**INTERNET ACCESS**: The skills students are expected to acquire in this course will be reinforced via the in-class viewing of video-stream material related to Hispanic-American culture, language, and course content, oral and written web-based activities, and audio exercises.

1. **Technological requirements**: It is recommended that students own a computer. Students can access the course from work, public libraries, on-campus computer labs., etc., but it is better if they own their computers so that they can access the course 24-7. Students are responsible for making sure they have adequate access to the course. Students
also need to buy a microphone\(^1\), Quicktime (comes with textbook). You will need Acrobat Reader to read the online textbook. The link for a free download comes with the access key.

2. **Basic computer knowledge:** Students must know how to cut and paste, navigate the Internet, send e-mails, operate a computer mouse, etc.

3. **Virtual office hours:** I will schedule “chat hours” in which I will sign in twice a week so that students are able to ask questions, make comments, and express their concerns.

### G. MINIMUM HARDWARE/SOFTWARE REQUIREMENTS

In order to participate fully in BMCC’s online learning courses, you need:

- Access to a computer 3-4 days a week and for a lengthy period of time;
- Access to the Internet. If your only access to a computer with internet connectivity is from your office, that may not be sufficient.
- Recommended Internet browser: IE 7.0-8.0 or Firefox 3.5 for Windows; Safari 3 or Firefox 3.5 for Mac

- Microsoft XP 2003 or higher (Economics and some math courses will require Microsoft Excel).

#### You must be proficient at:
- Navigating the Internet
- Creating user accounts and profiles
- Using a word processing program
- Saving files in various formats
- Participation in online communication forums or discussion boards
- Creating and sending e-mail attachments

### Web Browsers

Download the latest versions Internet Explorer, Firefox or Safari browsers below.

- Microsoft Internet Explorer
- Mozilla Firefox
- Apple Safari

To view PDF files, download Adobe Acrobat Reader by clicking below:

Adobe Acrobat Reader

### Microsoft Office

If you do not have Microsoft Office products installed on your computer, you can still view and print files created in MS Office. Go to the Microsoft Office Website to download converters and viewers.

Simply download the appropriate viewer for your operating system. If you do not see the your system listed below, check the Microsoft Office site for further help.

**Please Note: Not all viewer are available for all platforms**

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\(^1\) Our technology expert’s top recommendation would be for this one (in red) from Radio Shack:

**miniVox MV100 Portable USB Speakerphone**

[http://tinyurl.com/jxxuq](http://tinyurl.com/jxxuq)

It’s only $5, it’s available and in-stock at almost every Radio Shack in the city, and the sound quality is quite good. It has been tested with desktop computers (Mac and PC) and laptops, and it’s pretty much plug and play. No problems or difficulties.

The Plantronics Audio 300 (available at J and R for $15) is also a good choice

[http://tinyurl.com/fts6](http://tinyurl.com/fts6)

Logitech has a similar one (available at Amazon for $20) which is just as good

[http://tinyurl.com/ejr3c](http://tinyurl.com/ejr3c)

If you want a headset, any of the Plantronics or Logitech models in the $20-40 price range would be fine.

Best choice, again, is the MV100 at Radio Shack. The same model sells for about $40 everywhere else, so $5 with no shipping (just pick it up in the store) is a real bargain.
H. EVALUATION AND REQUIREMENTS OF STUDENTS

1. PARTICIPATION is mandatory. 15% percent of the final grade will be based on class participation. The participation portion of your grade will come from your timely participation in the discussion boards that will be posted during the term. They must be done by the due date. All discussion boards will be timed. That is to say, that after a specified date and time, they will no longer be available for students to complete or participate in them. Students, who do not turn in their assignments on time, will lose points for that particular assignment. Needless to say, if a student fails to participate in class discussion, he/she will lose a percentage of the final grade.

NOTE: Your participation on the DISCUSSION BOARDS is worth 15% of your final grade. In the DISCUSSION BOARDS you will be able to put in practice the grammar, structure, vocabulary, etc. that you learn in the course. This is a time to shine, to be adventurous with the language while trying to correctly apply concepts learned. Poor, brief, and “uninspired” participation on the DISCUSSION BOARDS may negatively affect your grade.

2. TIME: This course will require that students dedicate a great deal of time to the readings, discussion boards, informal and formal writing assignments, etc. Although there is some flexibility for turning in assignments, participate in discussion boards, and taking exams, there is a limited window of time for completing all assigned work. This course is as time-consuming as the face-to-face course and students must make sure that they are comfortable using a computer, the Internet, and that they are highly motivated and disciplined to allot the appropriate amount of time every week to the course in order to successfully complete it. Students will only be graded on their performance in the course. Grades cannot be given for outside the classroom duties, activities, or problems. There will be NO EXTRA CREDIT given in this class.

3. ASSIGNMENTS: Are listed from the beginning of the class under COURSE MAP. NO LATE WORK WILL BE ACCEPTED. Missing assignments will negatively impact your final grade.

4. PLEASE ALSO NOTE: Consistent lack of weekly participation will result in an “F” or a “WU” (Unofficial Withdrawal which counts as an “F”) as a final grade.

5. NO MAKE-UPS: Students are expected to take exams on the scheduled dates. Students will receive a “0” on every exam they miss.

6. LABORATORY: Weekly completion of assigned lab. work is required. GRADES WILL BE LOWERED OR STUDENTS WILL RECEIVE AN “INC” GRADE FOR MISSING LABS. The lab. activity for each lesson will involve
   1. completing the FOTONOVELA
   2. completing the PANORAMA & CULTURA exercises on the textbook
   3. completing the ORAL activities you will be recording with “partners” or on your own, depending on your choice.

5. EXAMS: There will be an exam for every lesson we study, a Mid-term and a Final exam. I will give an “optional” semi-cumulative exam towards the end of the semester for those who may like to drop their lowest grade or to make up for a missing test. This does not include the grades for the Mid-term or the Final. This test can only help you, not hurt your grade. If you get a low score, then, that will be your lowest grade and it will be dropped.

6. NO MAKE-UPS: Students are expected to take exams on the scheduled dates. Students will receive a “0” on every exam they miss.

I. ADDITIONAL HELP
   a) On the DISCUSSION BOARD section of your course in BLACKBOARD, there will also be a permanent “clinic” where students will be able to post and answer questions to each other. I will also intervene in this “clinic” whenever additional explanations or clarifications are needed.
   b) BMCC’s Learning Resource Center (LRC) located in Room S-500 provides free tutoring for this course. They usually have a schedule for tutors beginning on the second week of classes. Check them out.
   c) E-Tutoring: BMCC offers E-Learning help by logging into www.bmcc.cuny.edu/etutoring
   d) If you feel that you are really having problems and neither points “a” or “b” above are helping, get in touch with me. DO NOT WAIT UNTIL IT’S TOO LATE to catch up. As posted at the top of this syllabus, my office number is (212) 220-8112. I can also be reached at ehenao@bmcc.cuny.edu. When you write to me, make sure that under the SUBJECT line, you write SPANISH CLASS. Otherwise, your message will be erased if I don’t recognize your e-mail address.
J. TECHNICAL HELP

1. If you need help with BLACKBOARD or the CUNY PORTAL, contact the E-Learning Center:
   a. Room S-501a
   b. (212) 220-8126
   c. e-support@bmcc.cuny.edu

2. If you need help with your BMCC Student Email, contact the BMCC HELPDESK:
   a. Room S-170
   b. (212) 220-8002
   c. student_helpdesk@bmcc.cuny.edu

3. Contact Quia Support (ONLINE TEXTBOOK SUPPORT GROUP) at http://books.quia.com/support.html
K. FINAL GRADE:

Your final grade will be based on the following guidelines:

- Participation in the discussion boards 15%
- Homework assignments 15%
- Language laboratory assignments 15%
- Quizzes 15%
- Mid-term 20%
- Final examination 20%

Policy Statement on Plagiarism

Plagiarism is the presentation of someone else’s ideas, words, or artistic, scientific, or technical work as one’s own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure of how and when to provide documentation are advised to consult with their instructors. The library and Writing Center have guides designed to help students to appropriately identify a cited work. Additional information about Academic Integrity can be found in the CUNY School of Professional Studies' Academic Policies Handbook (pp. 32-36). *(Please see CUNY's Statement on Academic Integrity at the end of this document.)*

Accommodation Statement

The City University of New York is a public university, firmly committed to making higher education accessible to students with disabilities by removing architectural barriers and providing programs and support services necessary for them to benefit from the instruction and resources of the University. Contact Cristina Finan at cristina.finan@mail.cuny.edu or 212.817.7168 about arrangements and accommodations.

Online Etiquette and Anti-Harassment Policy

The University strictly prohibits the use of University online resources or facilities, including Blackboard, for the purpose of harassment of any individual or for the posting of any material that is scandalous, libelous, offensive or otherwise against the University’s policies.

Online harassment can be any conduct involving the use of the internet that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance at the University or that creates an intimidating, hostile, or offensive educational, work, or living environment. In some cases, online harassment may also be a violation of applicable criminal and/or civil laws. Online harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation, or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group. Statements constituting “hate speech” toward an individual or a group are a violation of this policy.

Generally, a statement posted on an internet site, such as Blackboard, general message board, internet blogs, and the like, is libelous if it false and injurious to the reputation of another. The intentional posting of libelous statements may also subject the responsible party to applicable civil penalties in a court of law.

The University is committed under this policy to stopping online harassment and associated retaliatory behavior. The University will promptly investigate any reported incidents suspected of violating the foregoing section. Anyone wishing to report any such incidents should first contact the Director of Student Services. A preliminary investigation into the matter will be conducted and the findings reported to the Dean for further investigation and action, if appropriate.

Any member of the CUNY online community who has experienced incidents of harassment is encouraged to report the complaint. This University considers violations of this online etiquette policy to be a serious offense. Anyone found to have used the University’s online services in violation of this policy is subject to punishment, including failing grades, suspension, and expulsion.

As noted above, serious offenses may lead to criminal and/or civil liability.

TIPS FOR SUCCESS IN THIS CLASS:

- Work on different aspects of the class (homework, writing assignments, editing, making charts and summaries, research, etc.) *every day.* If you are not diligent about this, you will fall behind hopelessly.
- Contact me as soon as you experience any difficulty with the class, if you cannot find an item on BlackBoard, or if an assignment does not make sense.
- Contact the HELPDESK as soon as you experience any technical difficulty with the course
- *Don’t fall behind.* This is the #1 and basic “trick.”

NO LATE WORK ACCEPTED
STUDENT SERVICES AT BMCC
http://www.bmcc.cuny.edu/student_services/

Take advantage of all of these services. Don’t forget to check out or LEARNING RESOURCE CENTER
http://www.bmcc.cuny.edu/lrc/ which, among other things, offers free tutoring services to students.

The college provides students with services to become successful both inside and outside of the classroom. These services assist in the personal, intellectual, and emotional development that complements a student's academic experience in the classroom.

- **A. Philip Randolph Memorial Library**
  Houses textbooks on reserve, paperbacks, periodicals and microfilm. Also, provides internet access, video, database training and copiers for students.

- **Academic Advisement & Transfer Center**
  Provides academic advisement to students on course selection; provides transfer information, academic audits, and information about the Out-In-Two Program. Provides non-traditional career students with workshops, academic advisement and support services.

- **Admissions Services**
  Provides enrollment assistance to incoming freshmen and transfer students.

- **Athletics, Recreation, & Intramurals**
  Offers BMCC community a full range of recreational activities including swimming, aerobics, and weight training. Intercollegiate teams are offered in men's soccer, women's volleyball, men's and women's basketball and baseball.

- **Bursar's Office**
  Provides services to students such as billing, check distribution, TAP certification and refunds.

- **Center for Career Development**
  Assists students with gaining full and part-time employment and with the development of academic/professional objectives pertaining to future employment.

- **COPE (College Opportunity to Prepare for Employment)**
  Provides academic support, job skills training and job referral services and advocacy for students on public assistance.

- **Cooperative Education Department**
  Provides internships to students majoring in business, liberal arts, accounting, corporate and cable communications etc.

- **College Discovery Program**
  Provides outreach and enrichment services, such as counseling, tutorial and financial assistance to selected students.

- **Counseling & Advisement**
  Professional counselors and academic advisors provide information and support in the areas of career counseling, social, financial, personal and academic development.

- **Early Childhood Center**
  Provides highest quality child care and early education, and many additional services, to student parents and their children.

- **e-Tutoring**
  Helping you to understand course concepts that you are having trouble over the web.

- **Financial Aid Office**
  Helps students seeking financial assistance by providing counseling and other services related to establishing eligibility for federal and state awards.

- **Health Services**
  Provides first aid, counseling workshops, and free immunizations for measles, mumps and rubella.

- **Instructional Technology**
  Offering computer support services for students via open lab and computer lab maintenance programs. Open lab services are provided on a drop-in basis.

- **Learning Assistance Programs**
  Provides students with support services to strengthen academic skills and meet their learning needs. We offer tutorial and instructional computer lab services and course-specific, non-print supplemental instructional materials.
    - Basic Skills/English Lab
    - College Discovery Tutoring
    - Learning Resource Center
    - Nursing Tutorial Lab
    - Reading Lab
    - Science Learning Center
- English as a Second Language Lab
- Writing Center
- Math Lab

* Registrar's Office
  Administers student's records. Provides transcripts and change of major forms. Allows students to file for graduation and make changes to their records; e.g. change of address.

* Student Activities
  Plans and coordinates educational, cultural and social programs on campus in cooperation with the Student Government.

* Scholarships, Awards & Other Opportunities
  Provides scholarship related information and emergency funds to registered students.

* Services for Students with Disabilities
  Provides disability-related services to students.

* Women's Center
  Provides support services for the growth and development of women students.