

**SCHOOL OF ASIAN & EUROPEAN LANGUAGES & CULTURES  
 SPANISH PROGRAMME**

**SPAN 316: SPANISH LANGUAGE 3B  
 COURSE OUTLINE: 2006**

**1. COURSE TITLE, COURSE CODE, YEAR**

This is the course description and timetable for SPAN 316 (course code number 11147), for the year 2006. The course is worth 24 points. Please read through this material very carefully in the first week of the course, and refer to it regularly.

**2. STAFF**

The Spanish Programme of the School of Asian & European Languages & Cultures (S.A.E.L.C.) is located on the 5th and 6th floors of the Von Zedlitz Building, Kelburn Parade.

Staff offices in the Spanish Programme are as follows:

VZ501	Dr Sarah Leggott	Programme Director	ph. 463 5765
VZ503	Dr Nicola Gilmour	Lecturer	ph. 463 5296
VZ502	Dr Miguel Arnedo-Gómez	Lecturer	ph. 463 5602
	<i>On leave July-December 2006</i>		
VZ516	Dr Daniel Ribot	Lecturer	ph. 463 6503
VZ607	Teresa Neches	Tutor	ph. 463 5974
22KP208	Raquel Direnzo	Tutor	ph. 463 6875
VZ610	Nina Cuccurullo	Administrator	ph. 463 5293
	<i>On leave August 2006-January 2007</i>		
VZ 610	Mariana Lazzaro	Administrator	ph. 463 5293
	<i>August 2006-January 2007</i>		
	SAELC Contact Person for Maori and Pacific Students		
VZ514	Dr Keren Smith		ph. 463 5798
	SAELC Co-ordinator for Students with Disabilities		
VZ614	Dr. Andrew Barke		ph. 463 6467

Daniel Ribot is the Course Coordinator and Lecturer for SPAN 316. The tutor for SPAN 316 oral classes (tutorials) and audiovisual classes will be Nicola Gilmour. Staff members are available for student consultation at times indicated on the doors of their offices.

The Spanish notice board is in the corridor outside the Spanish tutorial room VZ515. Important information is posted on it, so please check it regularly.

### 3. SPAN 316 CLASSES

Lectures for SPAN 316 are held at the following times:

Tuesday and Wednesday 4-5 in Murphy (MY) 103

Times for the tutorials (oral classes) are as follows:

Mondays 3-4 pm in VZ710

**OR** Tuesdays 12-1 pm in VZ515

Times for the audiovisual classes are as follows:

Wednesdays 3-4 pm in VZ515

**OR** Thursdays 10-11 in VZ515

The rooms for the tutorials and audiovisual classes will be confirmed by lecturer in the first week of lectures. Please note that tutorials and audiovisual classes start in the second week of the trimester. Students must choose a tutorial and an audiovisual group by signing on the lists posted on the SPAN 316 notice board during Week 1. You must remain in your allotted group for the whole course, unless a change is authorised by the Course Co-ordinator.

### 4. SPAN 316 AIMS AND OBJECTIVES

SPAN 316 is a half-year 24-point practical course in Spanish Language for advanced level students. SPAN 316 aims to further develop the skills acquired in SPAN 315. Additional emphasis will be placed on the active use of both spoken and written Spanish. On completion of the course, students will be able to:

- i) Read and comprehend advanced-level texts in Spanish, including on-line media;
- ii) Understand Spanish spoken at normal speed by native speakers of both Peninsular and Latin American Spanish;
- iii) Express ideas in both spoken and written Spanish on a wide range of topical issues with a high degree of accuracy and fluency;
- iv) Demonstrate a command of a wide range of vocabulary and complex grammatical structures;
- v) Write correct Spanish in a formal register;
- vi) Accurately translate short texts that require advanced language skills into English and into Spanish.

### 5. TEXTS

The prescribed text for SPAN 316 is *Es Español 3 Nivel Avanzado*, available from the Victoria Book Centre. Both the student's text and the accompanying grammar workbook will be used in the course.

S Alcoba, J Gómez Asencio and J Borrego Nieto, *Es Español 3 Nivel Avanzado—Libro del alumno*, Espasa, 2001;

S Alcoba, Gómez Asencio and J Borrego Nieto, *Es Español 3 Nivel Avanzado—Cuaderno de recursos y ejercicios*, Espasa, 2001.

### 6. ASSESSMENT

Assessment for SPAN 316 is by in-term assessment, as follows: 2 written tests (20% each); 2 assignments (15% each); 2 audiovisual tests (10% each); final oral examination (10%). The relevant dates for the pieces of assessed work are detailed in the Course Timetable (Section 16).

## **7. RELATION OF ASSESSMENT TO OBJECTIVES**

The written assignments, essays and tests measure students' competency in objectives (i), (iii), (iv), (v) and (vi), as specified in Section 4 (Aims and Objectives) above. The listening tests relate to objectives (ii) and (iv) and the oral examination relates to objectives (ii), (iii) and (iv).

## **8. PRESENTATION OF ASSIGNMENTS**

Tidy presentation of assignments is essential. Work may be typed or neatly handwritten. Crossings-out indicate that a piece of work is still at draft stage. Allow space for corrections: leave a 4-centimetre margin and write on alternate lines (double space if typing). Do not write in pencil. Please note that up to a maximum of 5% may be deducted for poorly presented assignments. All assignments must include a cover sheet available from SAELC Reception. Assignments are to be handed in to the Spanish assignment slot located to the left of the SAELC Reception area on the 6<sup>th</sup> floor of Von Zedlitz.

## **9. PENALTIES**

The due dates for the assignments given in the Course Timetable in Section 16 *must* be adhered to. Although work may be accepted late in special circumstances, the Course Co-ordinator should always be contacted on or before the due dates if there is a problem. The penalty for work presented late without prior approval is a 5% deduction per day.

**Note that no work for assessment will be accepted after October 31<sup>st</sup>**

## **10. TESTS AND IMPAIRMENT**

The dates of the tests given in the Course Timetable in Section 16 *must* be adhered to. You should always sit a test if humanly possible, obtaining a medical certificate if you wish to claim impairment. If you sit the test but believe your performance has been radically affected by some medical or other factor, inform the Course Co-ordinator *immediately*. If you fail the test, you may be able to claim impairment.

If it is quite impossible to sit a test, for severe medical or personal or family reasons, you should do everything possible to notify the Course Co-ordinator, if necessary through the Administrator, *before* the test, or to get a friend or family member to do so on your behalf. Only in cases of severe illness or other exceptionally difficult circumstances, which must normally be documented, can the Programme consider allowing students to sit a test at a different time from that indicated.

## **11. WORKLOAD**

The Humanities and Social Sciences Faculty Committee on Workloads and Assessment has laid down guidelines as to the number of hours per week which students are expected to devote to a course in order to maintain satisfactory progress. Students enrolling in a 300-level one-semester 24-point course should work on average 18 hours per week including contact hours - i.e., in the case of SPAN 316, *14 hours of private study outside class time*.

## **12. MANDATORY COURSE REQUIREMENTS**

In order to pass SPAN 316, students are required to do the following, unless specific exemptions have been agreed to:

- (i) Sit the 2 written tests on the dates indicated,
- (ii) Complete the two assignments by the due dates,
- (iii) Sit the 2 audiovisual tests on the dates indicated,
- (iv) Attend the oral examination at the appointed time.

In order to pass SPAN 316 a student must meet the mandatory course requirements and achieve at least an average of a "C" over all the assessment. Students who gain at least 50% of the course marks, but fail the course due to not satisfying a mandatory course requirement, will receive a K grade. Students who gain less than 50% will receive a D or E grade, whether or not they have completed the course requirements.

The relation of grades to percentages, for any work for assessment and for the course as a whole, is as follows: A+ (85-100%), A (80-84%), A- (75-79%), B+ (70-74%), B (65-69%), B- (60-64%), C+ (55-59%), C (50-54%), D (40-49%), E (0-39%).

### **13. STUDENT REPRESENTATIVES AND STUDENT EVALUATIONS**

In the second week of lectures, staff will facilitate the election of a class representative. Student representatives are a valuable means of communication between teaching staff and students. In addition students can approach any member of staff individually to talk about the course as a whole, any particular aspect of it, or their own individual progress.

At the end of the course students may be asked to fill out questionnaires prepared by the University's Teaching and Development Centre. These questionnaires relate either to the course, or to an individual lecturer's contribution. They are an important part of the University's accountability process, and the results are helpful in the University's attempts to maintain and raise the standards of the education it offers.

### **14. SPANISH CLUB, STUDENT FACILITIES**

All students of Spanish are encouraged to join the students' Spanish Club and to participate in the social and cultural events organised.

The Spanish Seminar Room for tutorials and small classes is VZ515. This room may be booked through the Administrator for Spanish Club activities when not in use for teaching. Room VZ606 is a small library and club room for Spanish students' use. Spanish newspapers and magazines are available in the students' room. A notice board for the Spanish Students' Club is on the wall just outside the door.

### **15. THE LANGUAGE LEARNING CENTRE**

The Language Learning Centre on floor 0 of the Von Zedlitz building holds a large collection of cassette tapes, videotapes and CD-Rom for all languages including Spanish. You can work on any of these materials individually, by booking a time and ordering the material from the Language Learning Centre staff. Copies of the material which accompanies the *Es Español 3* textbook are available in the Centre.

### **16. SPAN 316 COURSE TIMETABLE 2006**

<u>Week</u>	<u>Date</u>	<u>Topics (<i>Es Español 3</i>)</u>	<u>Work for Assessment</u>
1	July 10	Lección 6	
2	July 17	Lección 6	
3	July 24	Lección 7	
4	July 31	Lección 7	
5	August 7	Lección 8	1ª Tarea Escrita (lunes, 7 de agosto, 17h.)
6	August 14	Lección 8	1ª Prueba Audiovisual (en la clase audiovisual)

**MID-TRIMESTER BREAK: August 21 – September 3**

7	September 4	Lección 9	1ª Prueba Escrita (martes, 5 de septiembre)
8	September 11	Lección 9	
9	September 18	Lección 10	
10	September 25	Lección 10	2ª Tarea Escrita (lunes, 25 de septiembre, 17h.)
11	October 2	Lección 11	2ª Prueba Audiovisual (en la clase audiovisual)
12	October 9	Lección 11	2ª Prueba Escrita (miércoles, 11 de octubre) Exámenes orales (hora a confirmar)

### **General University policies and statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at [www.vuw.ac.nz](http://www.vuw.ac.nz).

### **Student and staff conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

[www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct)

The Policy on Staff Conduct can be found on the VUW website at:

[www.vuw.ac.nz/policy/staffconduct](http://www.vuw.ac.nz/policy/staffconduct)

### **Academic grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at:

[www.vuw.ac.nz/policy/academicgrievances](http://www.vuw.ac.nz/policy/academicgrievances)

### **Academic integrity and plagiarism**

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

[www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html)

### **Students with Impairments** (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

telephone: 463-6070

email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz)

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contact is **Dr Allison Kirkman, Murphy Building, room 407**. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz)) is available to provide a variety of support and services. Find out more at:

[www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/)

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.