

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

**SPAN 111: INTRODUCTION TO THE SPANISH LANGUAGE  
SUMMER COURSE OUTLINE: 2006/2007**

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

This is the course description and timetable for SPAN 111, course code number 9312, for the year 2006/2007. The course is worth 18 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 (SAELC) is located on the 5<sup>th</sup> and 6<sup>th</sup> floors of the Von Zedlitz Building (VZ), Kelburn Parade.

Staff offices in the Spanish Programme are as follows:

VZ501	Dr Sarah Leggott	Programme Director	ph. 463 5765
VZ607	Teresa Neches	Lecturer	ph. 463 5974
VZ518	Dr Nicola Gilmour	Lecturer	ph. 463 5296
VZ508	Dr Miguel Arnedo-Gómez	Lecturer	ph. 463 5602
VZ610	Mariana Lazzaro <i>August-November 2006</i>	Administrator	ph. 463 5293
VZ610	Nina Cuccurullo <i>From December 2006</i>	Administrator	ph. 463 5293
	SAELC Contact Person for Maori and Pacific Students		
VZ514	Dr Keren Smith		ph. 463 5798
	SAELC Co-ordinator for Students with Disabilities		
VZ705	Dr Andrew Barke		ph. 463 6467

Teresa Neches is the Course Co-ordinator for SPAN 111. She will teach the lectures, the oral classes (tutorials) and the audiovisual classes in this course. Teresa is available for student consultation at the times indicated on the door of her office.

The Spanish noticeboard is outside the seminar room in VZ515. Important information is posted on it, so please check it regularly.

**3. CLASS CONTACT HOURS**

There are five scheduled contact hours per week. Please note that tutorial and audiovisual classes start in the second week of the trimester. Students must bring the text book and workbook/laboratory manual to all classes.

Lectures:

Monday, Tuesday and Wednesday 12:00-12:50 in Hugh Mackenzie LT 003

### Oral classes:

You must also attend one oral class (tutorial), at one of the following times:

Monday 10-10:50 in Von Zedlitz 515

Monday 11-11:50 in Von Zedlitz 515

Wednesday 11-11:50 in Von Zedlitz 515

### Audiovisual Classes:

You must also attend one audiovisual session, at one of the following times:

Monday 13.10-14:00 in Von Zedlitz 515

Tuesday 11-11:50 in in Von Zedlitz 515

Wednesday 13.10-14:00 in Von Zedlitz 515

Students must choose oral and audiovisual class groups by signing on the lists posted on the Programme noticeboard 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 111 AIMS AND OBJECTIVES**

SPAN 111 is a summer-trimester 18-point course in Spanish language for beginners. The aim of the course is to introduce students to the basics of the language through practice in speaking, listening, reading and writing. The course is designed both as a foundation course for students intending to continue their studies in Spanish, and as a self-contained course for students seeking an introduction to Spanish pronunciation, elements of grammar, and basic vocabulary.

The objectives of the course are as follows. Upon completing the course successfully you will be able to:

- (i) understand simple spoken Spanish;
- (ii) relate Spanish sounds to their written forms;
- (iii) pronounce a simple Spanish text with a fair degree of accuracy and fluency;
- (iv) demonstrate a knowledge of basic Spanish grammar;
- (v) write simple sentences about yourself, using present and past tenses and employing a basic vocabulary;
- (vi) demonstrate knowledge of the Spanish language appropriate to a variety of everyday situations.

## **5. TEXTS**

Bill Van Patten, James F. Lee and Terry L. Ballman, *¿Sabías que . . .?: Beginning Spanish*, 4th edition (McGraw Hill, 2004). The textbook is accompanied by two workbooks/laboratory manuals.

## **6. ASSESSMENT**

Assessment for SPAN 111 is by in-term assessment, as follows:

Test 1	20%
Test 2	20%
Assignment 1	10%
Assignment 2	10%
Listening Comprehension Test 1	10%
Listening Comprehension Test 2	10%
In-class oral assessment	10%
Reading Test	10%

The relevant dates for the pieces of assessed work are detailed in the Course Timetable (Section 16). Corrected work will be handed out in classes. If not collected in class, students will be able to collect it from the SAELC Reception area on the 6<sup>th</sup> floor of Von Zedlitz. Uncollected work will be destroyed 3 months after the date of the final written test.

## 7. RELATION OF ASSESSMENT TO OBJECTIVES

The tests and the written assignments measure students' competency in objectives (iv) to (vi) inclusive, as specified in Section 4 above. The listening comprehension tests relate to objectives (i) and (ii), and the oral assessment and reading test relate to objective (iii).

## 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. Do not write in pencil. All assignments must include a cover sheet available from SAELC Reception. Assignments are to be handed in to the Spanish Programme assignment slot located to the left of the SAELC Reception area on the 6<sup>th</sup> floor of Von Zedlitz. Please note that up to a maximum of 5% may be deducted for poorly presented assignments.

## 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. **Please note that no work for assessment will be accepted after 15 February.**

## 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 100-level 1-semester 18-point course should work on average 12 hours per week including contact hours - i.e., in the case of SPAN 111, students should allow for *7 hours of private study outside class time*.

## 12. MANDATORY COURSE REQUIREMENTS

In order to pass SPAN 111, students are required to do the following, unless specific exemptions have been agreed to:

- (i) attend a minimum of 7 (out of 9) of the audiovisual classes;
- (ii) sit the 2 written tests on the dates indicated;
- (iii) sit the 2 audiovisual tests on the dates indicated;
- (iv) complete the written assignments by the due date;
- (v) attend the reading test at the appointed time;
- (vii) obtain an overall mark of at least 50%.

Tutorial attendance is not mandatory, but 10% of your final grade will come from the eight best tutorial grades added together and divided by eight (e.g., if only four were attended then only four marks are available, added together and divided by eight).

To pass SPAN 111 a student must meet the mandatory course requirements and achieve at least an average of "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 an E grade, whether or not they have completed the mandatory 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 reps 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 all students will 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. A noticeboard for the Spanish Students' Club is in the Spanish library (V606). Spanish newspapers and magazines are available in the Spanish library and may be taken away, but should be signed for in the book, which is in the library.

The Spanish Seminar Room for tutorials and small classes is usually VZ515 unless otherwise advised.

### **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. Individual study of materials chosen by yourself should be seen as an essential part of any language course.

For SPAN 111 audiovisual classes are based on the taped material accompanying each unit of *¿Sabías que . . . ?*. The tapes are held in the Language Learning Centre and the exercises are included in the Student Manual. Students are encouraged to set aside a regular hour every week to complete or re-do the listening exercises on a self-access basis. You may use the tapes in the self-access area of the LLC; alternatively, if you provide a blank tape, a copy can be made for you so that you can do the work at home.

# Spanish 111: Summer 2006/07

## Important dates

<p>Week 1: (November 13-17)</p> <ul style="list-style-type: none"> <li>• No tutorials or AV classes</li> </ul>
<p>Week 2: (November 20-24)</p>
<p>Week 3: (November 27- December 1)</p>
<p>Week 4: (December 4-8)</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p>Week 5: (December 11-15)</p> <ul style="list-style-type: none"> <li>• <b>LISTENING TEST 1</b> (Held in the scheduled AV classes)</li> </ul>
<p>Week 6: (December 18-22)</p> <ul style="list-style-type: none"> <li>• <b>WRITTEN TEST 1</b> (Wednesday 20 December, 12:00)</li> </ul>
<p><b>Mid-trimester break (December 22-January 8)</b></p>
<p>Week 7: (January 8-12)</p> <ul style="list-style-type: none"> <li>• <b>ASSIGNMENT 1 DUE</b> (Monday 8 January, 12:00)</li> </ul>
<p>Week 8: (January 15-19)</p>
<p>Week 9: (January 22-26)</p> <p style="text-align: center;"><b><i>No classes on Monday January 22, Wellington Anniversary Day</i></b></p>
<p>Week 10: (January 29-February 2)</p> <ul style="list-style-type: none"> <li>• <b>ASSIGNMENT 2 DUE</b> (Wednesday 31 January, 12:00)</li> <li>• <b>LISTENING TEST 2</b> (Held in the scheduled AV classes)</li> </ul>
<p>Week 11: (February 5-9)</p> <p style="text-align: center;">No classes on Tuesday 6 February, Waitangi Day</p> <ul style="list-style-type: none"> <li>• No tutorials or AV classes</li> <li>• <b>WRITTEN TEST 2</b> (Wednesday 7 February, 12:00)</li> <li>• <b>ORAL TEST</b> (dates and times to be confirmed)</li> </ul>

<u>Week</u>	<u>Date</u>	<u>Unit of ¿Sabías que...</u>	<u>Class</u>	<u>Topic</u>	<u>Work for Assessment</u>
1	November 13	Lección Preliminar	Lecture 1 Lecture 2 Lecture 3	Introduction to the course. The alphabet. Verb “ser” (to be). ¿Quién eres? Verb “gustar” (to like) (I). Personal Pronouns. Numbers from 0-30.	
2	November 20	Lección 1 Lección 1 Lección 1 Lección P Lección P	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 1	<b>(NO TUTORIALS OR AV CLASSES THIS WEEK)</b> Present tense (I): Singular Forms. Days of the Week. Daily routines. Present tense (II). Telling the time. Talking about how often people do things. Talking about someone’s weekend. Oral communication activities Activities from Manual (First Part)	
3	November 27	Lección 2 Lección 2 Lección 2 Lección 1 Lección 1	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 2	Talking about the activities of two or more people. Talking about activities that you and others do. Verb “gustar”(II). The weather: “hacer” y “estar”. Months and Seasons. Introduction to expressing future events. Oral communication activities Activities from Manual (First Part)	
4	December 4	Lección 3 Lección 3 Lección 3 Lección 2 Lección 2	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 3	Talking about activities in the past. Talking about what you did recently. Talking about what you and someone else did. Oral communication activities Activities from Manual (First Part)	
5	December 11	Lección 4 Lección 4 Lección 4 Lección 3	Lecture 1 Lecture 2 Lecture 3 Tutorial AV 4	La familia. Interrogatives. Direct Object Pronouns. Direct and Indirect Object Pronouns. Oral communication activities AV Test 1	<b>AV TEST 1:</b> (10%) Held in the scheduled AV classes

6	December 18	Lección 4 Lección 4	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 5	REVISION REVISION WRITTEN TEST 1  Oral communication activities Activities from Manual (First Part)	<b>WRITTEN TEST 1:</b> (20%) Wednesday 20 December, 12:00
<b>MID-TRIMESTER BREAK (December 22 - January 8)</b>					
7	January 8	Lección 5 Lección 5 Lección 5  Lección 4 Lección 4	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 6	Physical characteristics and descriptions. "Se" and reflexive verbs. Describing personality. Expressing opinions.  Oral communication activities Activities from Manual (First Part)	<b>ASSIGNMENT 1</b> (10%) Due: Monday 8 January, 12:00
8	January 15	Lección 6 Lección 6 Lección 6  Lección 5 Lección 5	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 7	Numbers from 30 to 1.999 Ages, dates and centuries. The Present Progressive.  Oral communication activities Activities from Manual (First Part)	
9	January 22	Lección 7 Lección 7  Lección 6 Lección 6	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 8	<b>No classes, Wellington Anniversary Day.</b> Talking about basic foods. Other verbs like gustar and the indirect object pronouns.  Oral communication activities Activities from Manual (First Part)	

<sup>1</sup> Students who have their AV and/or tutorial classes on Monday January 22 are encouraged to either join another AV / tutorial group for that week or to practice all the activities for that class in their own time.

10	January 29	Lección 8 Lección 8 Lección 8  Lección 7 Lección 7	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 9	The use of "se" to express the passive. At the table. Impersonal "se." Impersonal Obligations. In a restaurant. Prohibitions and Responsibilities.  Oral communication activities AV Test 2	<b>ASSIGNMENT 2</b> (10%) Due: Wednesday 31 January, 12:00  <b>AV TEST 2</b> (10%) Held in the scheduled AV classes
11	February 5		Lecture 1 Lecture 2 Lecture 3	REVISION <b>No classes, Waitangi Day</b> WRITTEN TEST 2  ORAL TEST  <b>(NO TUTORIALS OR AV CLASSES THIS WEEK)</b>	<b>WRITTEN TEST 2:</b> (20%) Wednesday 7 February, 12:00  <b>ORAL TEST</b> (10%) (Dates and times to be confirmed)





### 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. 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.