

# SPAN 111

## INTRODUCTION TO THE SPANISH LANGUAGE

### COURSE OUTLINE TRIMESTER TWO 2007

#### 1. COURSE TITLE, COURSE CODE, YEAR

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This is the course description and timetable for SPAN 111, course code number 15101 for the second trimester of 2007. SPAN 111 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

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Staff offices in the Spanish Programme are as follows:

VZ501	Dr Sarah Leggott <i>(On leave until July 2008)</i>	Programme Director	ph. 463 5765
VZ503	Dr Nicola Gilmour	Lecturer	ph. 463 5296
VZ502	Dr Miguel Arnedo-Gómez	Acting Programme Director	ph. 463 5602
VZ505	Carolina Miranda	Lecturer	ph. 463 5647
VZ709	Raquel Direnzo	Senior Tutor	ph. 463 6457
VZ709	Mariana Lazzaro	Senior Tutor	ph. 463 6457
VZ709	Teresa Neches	Senior Tutor	ph. 463 6457
VZ610	Nina Cuccurullo <i>(Nina's hours are 8.15 to 4.15 Monday to Friday.)</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

Mariana Lazzaro is the Course Co-ordinator for SPAN 111, and she will teach the lectures. The tutorials and audiovisual classes are taught by Raquel Direnzo. Lecturers and senior tutors are available for student consultation at times indicated on the doors of their offices.

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

### **3. CLASS CONTACT HOURS**

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

Lectures: There are three lectures per week taught in COTTON (CO) LT 122. Lectures will be taught by Mariana Lazzaro from 2:10 to 3:00 pm on Mondays, Wednesdays and Fridays (course code number 15101).

Tutorials:

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

Monday 1pm-2pm in MY 404

Tuesday 9am-10am in VZ515

Thursday 2pm-3pm in VZ515

Friday 12pm-1pm in VZ515

Audiovisual Classes:

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

Monday 10am-11am in VZ509

Tuesday 2-3pm VZ515

Wednesday 3pm-4pm in VZ515

Friday 1pm-2pm in VZ515

Students must choose oral and audiovisual class groups by signing on the lists posted on the Programme noticeboard on Tuesday morning of 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**

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SPAN 111 is a second-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

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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

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

Written Test	15%
Assignment 1	7.5%
Assignment 2	7.5%
Listening Comprehension Test 1	7.5%
Listening Comprehension Test 2	7.5%
In-class oral assessment	5%
Reading Test	10%
3-hour final written examination	40%

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

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The test, written assignments and final examination 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

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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 (or double space if typing). 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

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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 the 19<sup>th</sup> October 2007.**

## 10. TESTS AND IMPAIRMENT

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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 factors, 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, 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

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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-trimester 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

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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 80% of the audiovisual classes (8 classes);
- (ii) sit the written test on the date indicated;
- (iii) complete the 2 written assignments by the due date;
- (iii) attend the reading test at the appointed time.
- (iv) sit the 3-hour final written examination.

Note that attendance at the oral tutorials is not a mandatory course requirement, nevertheless 5% of your final grade depends upon attending a minimum of 8 of these classes. A lower attendance will result in a reduced mark.

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**

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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. At the end of the course all students will be asked to fill out questionnaires prepared by the University's Teaching and Development Centre in order to evaluate individual lecturers' performance and/or the course as a whole.

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

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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.

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

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The Language Learning Centre on floor 0 of the Von Zedlitz building holds a large collection of cassette tapes, CDs, videotapes, DVDs 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. "Self-access" study should be seen as an essential part of any language course.

In the SPAN 111 audiovisual classes, the basis of the work is the recorded material accompanying each unit of *¿Sabías que . . . ?*. Copies of this material are held in the Language Learning Centre, and students are encouraged to set aside a regular hour every week to complete or re-do the listening exercises on a self-access basis. On how to access audio files for this course from any VUW PC computer on campus, see the instructions attached to the end of this course outline.

## 16. SPAN 111 COURSE TIMETABLE 2007

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<u>Week</u>	<u>Date</u>	<u>Unit of</u> <u>¿Sabías que...?</u>	<u>Class</u>	<u>Topic</u>	<u>Work for Assessment</u>
1	July 9	Preliminar Preliminar	Lecture 1 Lect.2 Lect.3	Introduction to the course. Alphabet. Introductions. Verb “ser” (to be). Verb “gustar” (to like) (I). Personal Pronouns.	
2	July 16	Preliminar  Preliminar Lección 1 Preliminar Preliminar	Lect.1  Lect.2 Lect.3 Tutorial AV 1	Gender and Number with Articles and Adjectives. Numbers from 0-30. Verb “haber” (there is/are). Revision. Present tense (I): Singular Forms. Days of the Week. Communicative activities from the text. Activities from the Manual + Video	
3	July 23	Lección 1  Lección 2  Lección 1 Lección 1	Lect.1  Lect.2 Lección 2 Tutorial AV 2	Daily routines. Present tense (II). Telling the time. Negation. Present Tense (III). Lect.3 Verb “gustar” (II). The weather: “hacer” y “estar” Communicative activities from the text. Activities from the Manual + Video	
4	July 30	Lección 2 Lección 3 Lección 3 Lección 2 Lección 2	Lect.1 Lect.2 Lect.3 Tutorial AV 3	Months and Seasons. Future Events. Talking about the Past (I). Past (II). Communicative activities from the text. Activities from the Manual + Video	
5	August 6	Lección 3 Lección 4 Lección 4	Lect.1 Lect.2 Lect.3	Past (III). The Family. Interrogatives. Direct Object Pronouns.	<b>LISTENING TEST 1</b> Held in the scheduled AV classes

		Lección 3 Lección 3	Tutorial AV 4	Communicative activities from the text. AV Test 1.	
6	August 13	Lección 4	Lect.1 Lect.2 Lect.3	Revision for Written Test Test The use of the Personal “a.”	<b>WRITTEN TEST</b> Wednesday August 15 in lecture
time		Lección 3	Tutorial AV 5	Communicative activities from the text. Activities from the Manual.	

**MID-TRIMESTER BREAK (August 20-August 31)**

7	Sep 3	Lección 5	Lect.1	Physical characteristics and descriptions. Comparatives.	<b>WRITTEN ASSIGNMENT 1</b> Due Monday September 3, 5pm
		Lección 5	Lect.2	Describing personality and physical and mental states.	
		Lección 5 Lección 4	Lect.3 Tutorial AV6	“Se” and reflexive verbs. Communicative activities from the text. Activities from the Manual.	
8	Sep 10	Lección 6	Lect.1	Numbers from 30 to 1.999. Ages, dates and centuries.	
		Lección 6	Lect.2	Present Progressive.	
		Lección 6	Lect.3	Imperfect past (Pretérito Imperfecto)	
		Lección 5	Tutorial	Communicative activities from the text.	
		Lección 5	AV 7	Activities from the Manual + Song.	
9	Sep 17				

		Lección 7	Lect.1	Comparisons of Equality. Food.	
		Lección 7	Lect.2	Other ways of expressing likes and preferences. Indirect Object Pronouns (I).	
		Lección 7	Lect.3	Indirect Object Pronouns (II). Meals.	
		Lección 5/6	Tutorial	Communicative activities from the text.	
		Lección 5/6	AV 8	Activities from the Manual.	
10	Sep 24	Lección 8	Lect.1	At the table. Impersonal "se." Impersonal Obligations.	
		Lección 8	Lect.2	The use of "se" to express the passive.	
		Lección 8	Lect.3	In a restaurant.	
		Lección 7	Tutorial	Communicative activities from the text.	
		Lección 7	AV 9	Activities from the Manual + Video.	
11	Oct 1			<b>LISTENING TEST 2</b>	
		Lección 9	Lect.1	Prohibitions and Responsibilities	Held in the scheduled AV classes.
		Lección 9	Lect.2	Revision	
		Lección 9	Lect.3	Revision	
		Lección 7/8	Tutorial	Communicative activities from the text.	<b>WRITTEN ASSIGNMENT 2</b>
		Lección 7/8	AV 10	Listening Test.	Due Thursday October 4, 5pm.
12	Oct 8	Lección 1/9	Lect.1	Final Test Revision	
			No lecture	Reading tests	
			No lecture	Reading tests	<b>Reading tests (dates and times to be confirmed)</b>

**FINAL WRITTEN EXAMINATION to be held during the examination period  
(19 October – 10 November 2007)**





### **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.victoria.ac.nz](http://www.victoria.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.victoria.ac.nz/policy/studentconduct](http://www.victoria.ac.nz/policy/studentconduct). The Policy on Staff Conduct can be found on the VUW website at: [www.victoria.ac.nz/policy/staffconduct](http://www.victoria.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.victoria.ac.nz/policy/academicgrievances](http://www.victoria.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.victoria.ac.nz/home/studying/plagiarism.html](http://www.victoria.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 contacts are **Dr Allison Kirkman, Murphy Building, room 407** and **Dr Stuart Brock, Murphy Building, room 312**. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

### **Manaaki Pihipihinga Programme**

This programme offers:

- Academic mentoring for all Māori & Pacific students at all levels of undergraduate study for the faculties of Commerce & Administration and Humanities & Social Sciences. Contact [Manaaki-Pihipihinga-Programme@vuw.ac.nz](mailto:Manaaki-Pihipihinga-Programme@vuw.ac.nz) or phone 463 6015 to register for Humanities & Social Science mentoring and 463 8977 to register for mentoring for Commerce and Administration courses
- Postgraduate support network for the above faculties, which links students into all of the post grad activities and workshops on campus and networking opportunities
- Pacific Support Coordinator who can assist Pacific students with transitional issues, disseminate useful information and provide any assistance needed to help students achieve. Contact; [Pacific-Support-Coord@vuw.ac.nz](mailto:Pacific-Support-Coord@vuw.ac.nz) or phone 463 5842.

Manaaki Pihipihinga is located at: 14 Kelburn Parade, back court yard, Room 109 D (for Humanities mentoring & some first year Commerce mentoring) or Room 210 level 2 west wing railway station Pipitea (commerce mentoring space). Māori Studies mentoring is done at the marae.

### **Student Services**

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.victoria.ac.nz/st\\_services/](http://www.victoria.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.