

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

**SPAN 112: ELEMENTARY SPANISH  
 COURSE OUTLINE: 2007**

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

This is the course description and timetable for SPAN 112, course code number 6093, for Trimester 2, 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 (S.A.E.L.C.) is located on the 5<sup>th</sup> and 7<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 (On leave July 2007-June 2008)	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	Teresa Neches	Senior Tutor	ph. 463 6457
VZ709	Raquel Direnzo	Senior Tutor	ph. 463 6457
VZ709	Mariana Lazzaro	Senior Tutor	ph. 463 6457
VZ610	Nina Cuccurullo	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 112, and she will teach the lectures in this course. The oral classes (tutorials) and audiovisual classes are taught by Raquel Direnzo and Teresa Neches. Lecturers and tutors are available for student consultation at times indicated on the doors of their offices.

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 oral and audiovisual classes start in the second week of the trimester. **Students must bring the text book and exercise manual to all classes.** Please note that cell phones and pagers should be switched off for the duration of all classes.

#### Lectures:

Tuesday, Wednesday and Friday 3.10-4.00 in MC (Maclaurin) LT 103

#### Oral classes (Tutorials):

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

Tuesday 4-5 in VZ (Von Zedlitz) 506

Wednesday 1-2 in OK (Old Kirk) 501

Friday 11-12 in VZ (Von Zedlitz) 515

Friday 12-1 in VZ (Von Zedlitz) 509

#### Audiovisual Classes:

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

Monday 2-3 in VZ (Von Zedlitz) 515

Tuesday 10-11 in VZ (Von Zedlitz) 515

Thursday 3-4 in VZ (Von Zedlitz) 515

Friday 10-11 in VZ (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 112 AIMS AND OBJECTIVES

SPAN 112 is a second-trimester 18-point course in Spanish Language. It is a course for continuing students, which aims at developing further the four skills of oral comprehension, reading comprehension, speaking and writing. It extends the study of elementary grammar to include the forms and simple uses of the present subjunctive.

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

- (i) understand and reproduce in both written and spoken Spanish a wide variety of grammatical structures using a basic vocabulary;
- (ii) communicate simply but effectively in a range of situations connected with daily life;
- (iii) express yourself, orally and in writing, on your activities and interests;
- (iv) read simple written Spanish with relative ease;
- (v) write simple Spanish from dictation;
- (vi) read aloud simple passages with fluency and accurate pronunciation;
- (vii) understand simple Spanish spoken at a reasonable speed;
- (viii) demonstrate some knowledge of aspects of Hispanic culture.

Spanish is, as far as possible, the language used in all contact hours for most activities.

## 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 112 is 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%
Oral 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

The assessment of the oral class work takes account of each student's preparation, contribution and performance in reading and communicative skills (objectives i, ii, iii, vi and viii, as specified in Section 4 above). The audiovisual tests relate to objectives v and vii. The written test and final written exam verify in particular students' knowledge of morphology and syntax (objective i), and their knowledge of the grammar and vocabulary necessary to write on certain topics (objectives ii, iii and viii).

## 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 19 October.**

## 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, 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-trimester 18-point course should work on average 12 hours per week including contact hours - i.e., in the case of SPAN 112, students should allow for *7 hours of private study outside class time*.

## **12. MANDATORY COURSE REQUIREMENTS**

In order to pass SPAN 112, 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;
- (iv) attend the oral test at the appointed time;
- (v) 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 112 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. 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**

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

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. "Self-access" study should be seen as an essential part of any language course.

In the SPAN 112 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. You may use the tapes and CDs in the self-access area of the LLC; alternatively, if you provide a blank tape or CD, a copy can be made for you so that you can do the work at home.

16. SPAN 112 COURSE TIMETABLE 2007

<u>Week</u>	<u>Date</u>	<u>Unit of</u> <u>¿Sabías</u> <u>que...</u>	<u>Class</u>	<u>Topic</u>	<u>Work for Assessment</u>
1	July 9	Lección 10  Lección 10	Lecture 1 Lecture 2  Lecture 3	Introduction to the course Talking about how someone feels. Reflexive Verbs “faltar” y quedar” The use of the Imperfect for habitual actions  <b>(NO TUTORIALS OR AV CLASSES THIS WEEK)</b>	
2	July 16	Lección 11 Lección 11 Lección 11  Lección 10 Lección 10	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 1	Talking about relaxation Leisure Activities in the Past (Preterite) Tense Narrating in the Past. Using both Preterite and Imperfect  Oral communication activities Activities from Manual (Second Part)	
3	July 23	Lección 12 Lección 12 Lección 12  Lección 11 Lección 11	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 2	Imperfect forms of verbs ir, ser y ver Telling others what to do Telling others what not to do  Oral communication activities Activities from Manual (Second Part)	
4	July 30	Lección 13 Lección 13 Lección 13  Lección 12 Lección 12	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 3	Describing personalities Introduction to Present Perfect More verbs with reflexive pronouns  Oral communication activities Activities from Manual (Second Part)	<b>ASSIGNMENT 1</b> (7.5%) Due: Wednesday 1 August, 5pm
5	August 6	Lección 14 Lección 14 Lección 14  Lección 13	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 4	More adjectives to describe people Introduction to the Conditional Tense and Past subjunctive. Direct and Indirect Object Pronouns: revision  Oral communication activities AV Test 1	<b>AV TEST 1:</b> (7.5%) Held in the scheduled AV classes

6	August 13	Lección 14 Lección 13	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 5	REVISION REVISION WRITTEN TEST  Oral communication activities Activities from Manual (Second Part)	<b>WRITTEN TEST 1:</b> (15%) Friday 17 August, 3pm
<b>MID-TRIMESTER BREAK (August 20- August 31)</b>					
7	September 3	Lección 15 Lección 15 Lección 15  Lección 14 Lección 14	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 6	Telling where things are. Directions Estar + Adverbs of location Por and para  Oral communication activities Activities from Manual (Second Part)	
8	September 10	Lección 16 Lección 16 Lección 16  Lección 15 Lección 15	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 7	Talking about clothing More on reflexive verbs. Formal commands Review of the conditional  Oral communication activities Activities from Manual (Second Part)	
9	September 17	Lección 17 Lección 17 Lección 17  Lección 16 Lección 16	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 8	Talking about professions: qualities and abilities The subjunctive mood (I) The subjunctive mood (II)  Oral communication activities Activities from Manual (Second Part)	<b>ASSIGNMENT 2</b> (7.5%) Due: Wednesday 19 September, 5pm

10	September 24	Lección 18 Lección 18 Lección 18  Lección 17 Lecciones 17/18	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 9	Introduction to the simple future tense The subjunctive mood with expressions of uncertainty Talking about the future  Oral communication activities Activities from Manual (Second Part)	
11	October 1	Lección 18	Lecture 1 Lecture 2 Lecture 3  Tutorial AV 10	The subjunctive mood (III) REVISION REVISION  Oral communication activities AV Test 2	<b>AV TEST 2:</b> (7.5%) Held in the scheduled AV classes
12	October 8		Lecture 1	REVISION  <b>ORAL TEST</b>  <b>(NO TUTORIALS OR AV CLASSES THIS WEEK)</b>  3-HOUR FINAL WRITTEN EXAMINATION to be held during the examination period (19 October – 10 November 2007 (40%))	<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.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.