

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

**SPAN 216: SPANISH LANGUAGE 2B
COURSE OUTLINE: 2007**

1. COURSE TITLE, COURSE CODE, YEAR

This is the course description and timetable for SPAN 216 (course code number 9139 or 10051), for the year 2007. The course is worth 22 points. Please read through this material 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 5th and 7th 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
	<i>On leave from July 2007 to June 2008</i>		
VZ502	Dr Miguel Arnedo-Gómez	Acting Programme Director	ph. 463 5602
VZ503	Dr Nicola Gilmour	Lecturer	ph. 463 5296
VZ516	Carolina Miranda	Lecturer	ph. 463 5647
VZ709	Mariana Lazzaro	Senior Tutor	ph. 463 6457
VZ709	Raquel Direnzo	Senior Tutor	ph. 463 6457
VZ709	Teresa Neches	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

Caro Miranda is the Course Co-ordinator for SPAN 216. Lectures will be taught by Caro Miranda and Raquel Direnzo. Oral classes (tutorials) and audiovisual classes are taught by Mariana Lazzaro. Lecturers and tutors are available for student consultation at times indicated on the doors of their offices.

The Spanish noticeboard is in the corridor outside VZ 515. Important information is posted on it, so please check it regularly.

3. SPAN 216 CLASSES

Lectures for SPAN 216 are held at the following times:

Monday and Thursday 12 pm in CO (Cotton) LT 119 (Caro Miranda)
Monday and Thursday 4 pm in CO (Cotton) LT 119 (Raquel Direnzo)

Times for the tutorials are as follows:

Monday 3-4 pm in VZ (Von Zedlitz) 515
OR Wednesday 11-12 pm in VZ (Von Zedlitz) 515
OR Thursday 1-2 pm in VZ (Von Zedlitz) 106

Times for the audiovisual classes are as follows:

Monday 11am-12pm in VZ (Von Zedlitz) 710
OR Wednesday 12-1pm in VZ (Von Zedlitz) 515
OR Thursday 2-3 pm in KK (Kirk) 104

Please note that audiovisual and oral classes start in the second week of the trimester. Students must choose oral and audiovisual class groups by signing on the lists posted on the Programme 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.

Please note that cell phones and pagers should be switched off for the duration of all classes and tutorials.

4. SPAN 216 AIMS AND OBJECTIVES

SPAN 216 is a second-trimester 22-point practical course in Spanish Language for intermediate level students. The aim of the course is to improve students' competence in both spoken and written Spanish. The teaching of the language is reinforced through written exercises, reading comprehension activities and set assignments. Emphasis is placed on practical work and the development of communicative abilities through audiovisual activities.

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

- (i) understand Spanish spoken at reasonable speed by native speakers of both Peninsular and Latin American Spanish;
- (ii) read aloud in Spanish with reasonable accuracy and fluency;
- (iii) express ideas in written and spoken Spanish on a number of basic topics dealt with in class, showing that you have assimilated the rules of grammar and syntax, as well as much of the vocabulary, studied during the year;
- (iv) understand and translate sentences and passages of medium difficulty, on a wide range of topics, from English into Spanish and from Spanish into English.

5. TEXTS

M Bretz, T Dvorak, C Kirschner and R Branddorfer, *Pasajes: Lengua*, 6th edition (McGraw Hill, 2006). The textbook is accompanied by a workbook, and is available from the Victoria Book Centre.

6. ASSESSMENT

Assessment for SPAN 216 is by in-term assessment, as follows: 1 written test (15%); 2 assignments (7.5% each); 2 audiovisual tests (7.5% each); in-class oral assessment (5%); final oral examination (10%) and final 3-hour written examination (40%).

The relevant dates for the pieces of assessed work are detailed in the timetable in Section 16.

7. RELATION OF ASSESSMENT TO OBJECTIVES

The written assignments, test and final written examination measure students' competency in objectives (iii) and (iv), as specified in Section 4 (Aims and Objectives) above. The audiovisual tests relate to objective (i). The oral assessment and oral examination relate to objectives (i), (ii) and (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 (double space if typing). Do not write in pencil.

All assignments should 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 6th 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. In addition, please note that up to a maximum of 5% may be deducted for poorly presented assignments (see Section 8).

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 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 200-level one trimester 22-point course should work on average 15 hours per week including contact hours - i.e., in the case of SPAN 216, *11 hours of private study outside class time*.

12. MANDATORY COURSE REQUIREMENTS

In order to pass SPAN 216, 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) sit the 2 audiovisual tests on the dates indicated;
- (iv) complete the 2 assignments by the due dates;
- (v) attend the oral and written examinations at the appointed times.

Note that attendance at the oral tutorials is not a mandatory course requirement; nevertheless, 10% 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 216 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 representatives are a valuable means of communication between teaching staff and students. At the end of the course students may 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 on the wall just outside the door. Room VZ606 is a small library for students of Spanish to use. Spanish newspapers and magazines are available in the students' room.

15. THE LANGUAGE LEARNING CENTRE

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.

Specifically for SPAN 216, the audiocassette programme to accompany *Pasajes* is held in the LLC. For further practice, you are encouraged to listen to the complete tape for each chapter and complete the accompanying listening comprehension exercises.

16. SPAN 216 COURSE TIMETABLE 2007

<u>Week</u>	<u>Date</u>	<u>Pasajes</u>	<u>Class</u>	<u>Topic</u>	<u>Work for Assessment</u>
1	July 9	Capítulo 7	Lecture 1	Introduction to the course. Review of the preterite.	
		Capítulo 7	Lecture 2	Review of the uses of the subjunctive. The past subjunctive: concept and forms.	
2	July 16	Capítulo 7	Lecture 1	The past subjunctive.	
		Capítulo 7	Lecture 2	Use of subjunctive and indicative in adverbial clauses.	
3	July 23	Capítulo 8	Lecture 1	The subjunctive in adverbial clauses.	
		Capítulo 8	Lecture 2	<i>Por</i> and <i>para</i> .	
4	July 30	Capítulo 8	Lecture 1	The process <i>se</i> (reflexive and process verbs).	
		Capítulo 8	Lecture 2	Review of the subjunctive.	Assignment 1: Due Thursday August 2, 5pm.
5	August 6	Capítulo 9	Lecture 1	The passive voice. Resultant state or condition versus passive voice.	
		Capítulo 9	Lecture 2	No fault 'se' constructions; 'a' and 'en'.	AV Test 1: In the scheduled AV class.
6	August 13		Lecture 1	Revision for the test.	
			Lecture 2	Test	Written Test 1, Thursday August 16: In the scheduled lecture hour.

MID-TRIMESTER BREAK

7	September 3	Capítulo 10 Capítulo 10	Lecture 1 Lecture 2	Future and conditional tenses. If clauses with simple tenses.	
8	September 10	Capítulo 10 Capítulo 10	Lecture 1 Lecture 2	Comparisons. Irregular comparative forms and superlatives.	
9	September 17	Capítulo 11 Capítulo 11	Lecture 1 Lecture 2	The perfect indicative. The perfect subjunctive.	Assignment 2: Due Thursday September 20, 5pm.
10	September 24	Capítulo 11 Capítulo 12	Lecture 1 Lecture 2	The sequence of tenses. Review of verb forms.	
11	October 1	Capítulo 12 Capítulo 12	Lecture 1 Lecture 2	Progressive forms. The gerund. Restrictions in the use of the –ndo form. Revision for the test.	AV Test 2: In the scheduled AV Class.
12	October 8		Lecture 1	Revision.	Final oral examination: Date and time to be advised. Final 3-hour written examination: During the examination period 19 Oct-10 Nov Date and time to be advised.

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.

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

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

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

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 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 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) is available to provide a variety of support and services. Find out more at: 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) is located on the ground floor, Student Union Building.

