### COURSE INFORMATION

<table>
<thead>
<tr>
<th>SPAN 102 SECTION:</th>
<th>07 (8765) and 12 (8770)</th>
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<tbody>
<tr>
<td>CLASSELOCATION:</td>
<td>Section 07 LH 340. Section 12 LH 254</td>
</tr>
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</table>
| CLASSDAYS/TIMES:  | Section 07: MW 1pm-1:50pm & TTh12:30pm-1:20pm  
Section 12: TTh 2pm-3:50pm |
| FINAL EXAM DATE:  | Section 07: May 3 from 1-3pm  
Section 12: May 7 from 1-3pm |
| INSTRUCTOR:       | Dr. Lauren Applegate |
| OFFICELOCATION:   | Arts and Letters 127 |
| OFFICEHOURS:      | Tuesday 9:00am-10:45am or by appointment |
| E-MAIL:           | lapplegate@sdsu.edu |

Note: This is a screen-free class. Notes will be taken by hand. No computers/phones etc. to be used in the classroom unless otherwise noted. Physical copy of textbook required.

See Canvas Home Page for specific dates and locations of quizzes and exams, including the final. Subject to change.

In general, Do not come to campus if you do not feel well.

However, **if you are sick with something not serious, and you are cleared to come to campus, you will be asked to wear a mask.** Let’s learn something from the pandemic and let’s not spread our coughs to others if we can help it!

Of course, if you have COVID-19, the flu, something particularly serious or contagious, or a fever, do not come to class. Please communicate with the professor immediately to let her know. See more below.

My preferred (gender) pronouns in English and Spanish are you/she/her and usted/ella/su. You can address me as profesora or doctora Applegate. Class rosters are provided to the me with each student’s legal name. I will gladly honor your request to address you by an alternate name and/or gender pronoun. Please advise me of this early in the semester so that I may make appropriate changes to my records.

**IMPORTANT NOTE:** The instruction modality of this course is face-to-face. However, some course components may involve computer-mediated work (e.g., submitting assignments via Canvas). In addition, office hours may take place remotely (e.g., via Zoom), as indicated by your course instructor. Other equally important aspects of the course are described in this syllabus; thus, it is
essential to read it carefully. Enrollment and continuous attendance in the course are taken as an acknowledgement that the syllabus has been read and policies/regulations accepted. **Students who register for face-to-face classes are expected to attend as indicated in the course schedule.** Faculty teaching face-to-face courses will NOT be required to create a new, alternative on-line class as an accommodation for any student.

**COURSE DESCRIPTION**
This course is a continuation of Spanish 101 and focuses on further developing basic communicative abilities in speaking, reading, writing and comprehension of Spanish and on a continued exposure to the cultural practices of the Spanish-speaking world. Spanish 102 is not open to students with credit in Spanish 201, 202, 281,282, 301 or a higher-numbered Spanish course. This is NOT an appropriate course for students whose native language is Spanish or who speak it regularly at home. The Spanish program does NOT allow fluent speakers of Spanish to take this class to receive foreign language credit (see SDSU catalog or Spanish undergraduate adviser for adequate placement options and additional information). This course is part of the preparation courses for the Spanish Minor or Major and fulfills the Foundations of Learning GE Area C.2 (Arts & Humanities; Humanities-Languages other than English).

**Pre-requisite:** Spanish 101 or two years of high-school Spanish.

**REQUIRED COURSE MATERIALS** – **NOTE** Paper copy of the textbook is REQUIRED and must be brought daily to class.


*Physical copy of the textbook required.* (NOTE: You may get an older edition of the textbook to bring to class. The online access will be 6th edition). The bookstore does not sell the physical book. Please search online or at a new/used bookstore near you.

Supersite Plus with virtual text (VHL – the online homework site) will be provided in a digital format through the program known as *Equitable Access*.

*Equitable Access* provides access to required course materials at a low rate per unit/credit (please check current rate at [https://www.shopaztecs.com/t-equitableaccess.aspx](https://www.shopaztecs.com/t-equitableaccess.aspx)). The materials are available from the first day of classes. It is possible to opt out of the program, but this must be done on or before the add/drop deadline. Please visit [https://www.shopaztecs.com/t-studentfaqeas.aspx](https://www.shopaztecs.com/t-studentfaqeas.aspx) for more detailed information regarding *Equitable Access*, rates and payments, opting out, and frequently asked questions.

If you decide to opt out of the *Equitable Access* option, you will need to purchase an Access Code from the SDSU bookstore or from [https://vistahigherlearning.com/store/school/SDSUaztecs](https://vistahigherlearning.com/store/school/SDSUaztecs) This link will take you to the right materials and pricing information. Please check with your instructor BEFORE you purchase an access code outside Equitable Access to make sure you select the correct materials.

**SCOPE AND PURPOSE**
This course aims to help students develop proficiency at the novice-high level (ACFTL Can-Do Benchmarks) by means of activities that take on a skill-building, communicative, student-centered approach to learning,
and by expanding on the knowledge acquired in Spanish 101. Students develop and improve listening, reading, writing, and speaking skills. Students communicate and exchange information about familiar topics and are able to handle brief, routine-like social interactions in everyday situations. Students acquire vocabulary and grammatical knowledge in context. It is also expected that students continue familiarizing themselves with Hispanic/Latino culture. This course adheres to principles reflected in ACTFL’s *Standards for Foreign Language Learning*, also known as the 5 C’s, which focus on:

- Communicating in Spanish.
- Gaining knowledge and understanding of Cultures of the Hispanic world.
- Connecting with other disciplines and acquiring new information.
- Developing awareness of similarities/differences (Comparisons) among language and culture systems.
- Using Spanish to participate in Communities at home and around the world.

**STUDENT LEARNING OUTCOMES**
By the end of the semester, students will be able to:

- Exchange personal information and describe people and places using simple, complete sentences.
- Identify and exchange information using texts, graphs, or pictures.
- Ask and respond to simple questions, make plans, and interact in everyday situations.
- Communicate about familiar situations using basic time references (present, past, future) and forms.
- Read and write descriptions of familiar experiences and situations in brief, simple paragraphs.
- Read and listen to brief texts reflecting aspects of the target culture.
- Use language forms to express meanings about present/past/future everyday situations and topics.

**METHODOLOGY**
The lower-division Spanish language program stresses *communication skills* in the target language. Every effort will be made to make this class student-centered. Following well-established guidelines in the foreign language teaching field, classes are conducted mostly in Spanish, while the use of English is limited to very specific instances and purposes. This methodology is implemented to maximize exposure to input in the target language and, thus, facilitate the acquisition process. To help students succeed in this course, the class will engage in a variety of activities and assignments, including but not limited to the following:

- Practice and communication using vocabulary and grammar learned in oral and written modes.
- Interactive practice through communicative and interpersonal activities (pair and group work).
- Reading and writing activities using a variety of texts (oral, written, visual, multimodal).
- Integration of language skills through collaborative work.
- Video, audio, and computer-based exercises and activities.

**COURSE SCHEDULE**
Please see the document ‘SPAN 102 Spring 2024 Tentative Schedule’ for detailed information on course content to be covered per unit, tentative periods for quizzes/exams and oral/written evaluations, online activities due each week, final exam date/time, etc.
Electronic devices: This is a screen-free class. No phones/screens/computers are to be out during class unless otherwise noted. Only those students with permission to use a computer/tablet to take notes will be allowed to do so in class. Internet browsing in class is forbidden unless specifically stated. You will be asked to not use electronic devices while you are in the classroom, even if class has not started yet. If you must send or check a message, please step outside.

Classroom Etiquette:

I expect each student to take responsibility for the energy he/she/they bring(s) to the classroom. I expect students to follow rules of common courtesy such as arriving on time to class, waiting until the end of the class period to pack up their things or to leave, respectfully listening to one another and participating, wearing appropriate clothing, staying off of websites, social media, and messaging programs, and turning off electronic devices such as cell phones. For any online discussion forums or interaction with the class remember that you are interacting with "real people" and follow basic rules of propriety (including respect and kindness). This is a class for those who want to learn, and who are willing to put the time, energy, effort, and most importantly a good attitude into that learning.

COURSE DESIGN AND POLICIES: ASSIGNMENTS AND ASSESSMENT

Quizzes: There will be quizzes for lessons: Repaso, 8, 9, 10, and 11, 12, 13, 14. Missed quizzes CANNOT be made up (see note below for exceptions due to medical emergencies). However, the lowest quiz grade will be dropped.

Vista Higher Learning Supersite Activities: Students will be able to access the online version of the Student Activities Manual (SAM). It includes Workbook/Video Manual/Lab Manual. The date to start the online activities and the deadline to complete them are indicated in the week-by-week tentative class schedule. No late work is accepted without penalty. The Supersite also contains many other valuable instructional resources.

Oral Components (Oral Proficiency Interviews – OPIs): There will be two oral proficiency assessments (OPIs). The course instructor will provide additional guidelines and information about these components.

Exams: Spanish 102 covers the content included in Repaso (Temas de repaso), Lessons 8 through 14 in Panorama, Introducción a la Lengua Española, Sixth Edition. There will be a Midterm Exam (Lessons 8, 9, 10, and 11) and a final exam (comprehensive in nature, Lessons 8-14). See the tentative class schedule for exam periods and material to be covered. Midterm and final exams CANNOT be made up (see note below for exceptions due to medical emergencies). Missed exams CANNOT be made up (see note below for exceptions due to medical emergencies). In addition, final exams must be given on the day and time the university has designated on the official SDSU Final Exam Schedule. There cannot be any exceptions.

In-class and Homework Assignments / Participation: Assignments to be completed at home or during class sessions constitute an important component of the learning process. No late homework or assignments are accepted. Consistent and active oral participation during class sessions is also essential. Lack of participation, absences, as well as arriving late or leaving early from class sessions, will negatively affect the participation score.

Medical issues and emergencies: Students are instructed to contact their instructor in the event they need to miss class sessions, assignments, or tests due to illness, injury, or emergency. To ensure that SDSU can provide support and resources to faculty, staff, and students with potential or confirmed exposure to
COVID-19, the COVID-19 Reporting Form should be completed (available at [https://sacd.sdsu.edu/student-health-services/covid-19](https://sacd.sdsu.edu/student-health-services/covid-19)) to notify the University of a confirmed or suspected case or of exposure to COVID-19. Students with medical conditions that would present a COVID-related risk in a face-to-face instructional setting should contact the Student Ability Success Center ([https://sdsu.edu/sasc](https://sdsu.edu/sasc)) to begin the process of getting support. Do not come to campus if you do not feel well. Remain home and monitor your symptoms and seek medical attention as needed.

If a student misses class because of COVID-19, either because they have been diagnosed and are quarantined or are required to isolate and would like to request a class excuse letter, the student should send an email to vpsafrontdesk@sdsu.edu to notify the university. Student Affairs and Campus Diversity will initiate the process for absent letters to be sent to course instructors, Assistant Deans, and Provost. Medical documentation may be required prior to the letter being issued.

Student Health Services (SHS) does not provide medical excuses for short-term absences due to illness or injury. When a medical-related absence persists beyond five days, SHS will work with students to provide appropriate documentation. When a student is hospitalized or has a serious, ongoing illness or injury, SHS will, at the student’s request and with the student’s consent, communicate with the student’s instructors via the Vice President for Student Affairs and Campus Diversity and may communicate with the student’s Assistant Dean and/or the Student Ability Success Center.

Course accommodations and modifications to course rules and policies needed to respond to fully justified and properly documented emergencies (reporting forms, doctor/clinic contact information, relevant dates, etc.) will be evaluated on a case-by-case basis to define an appropriate course of action. Characteristics and grading of work submitted late due to an emergency may be affected by specific circumstances (e.g., alternative assignments/exams may be needed).

**COURSE GRADING**
The course final grade will be based on the following Grading Policy:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Component</th>
</tr>
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<tbody>
<tr>
<td>15%</td>
<td>Quizzes</td>
</tr>
<tr>
<td>10%</td>
<td>Online Student Activities (VHL Vista Supersite)</td>
</tr>
<tr>
<td>10%</td>
<td>In-Class &amp; Homework Assignments (Canvas work etc.)</td>
</tr>
<tr>
<td>5%</td>
<td>Participation and Attendance</td>
</tr>
<tr>
<td>10%</td>
<td>Oral Exam Components (OPIs)</td>
</tr>
<tr>
<td>25%</td>
<td>Midterm Exam (Lessons 8, 9, 10, and 11)</td>
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<tr>
<td>25%</td>
<td>Final Exam (Comprehensive)</td>
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**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
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<tbody>
<tr>
<td>A</td>
<td>100-93</td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
</tr>
<tr>
<td>C-</td>
<td>72-70</td>
</tr>
<tr>
<td>D+</td>
<td>69-67</td>
</tr>
<tr>
<td>D</td>
<td>66-63</td>
</tr>
<tr>
<td>D-</td>
<td>62-60</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
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**Spanish Peer Tutoring Service**
The Department of Spanish and Portuguese may offer free Spanish tutoring services to its students. Tutors are undergraduate and graduate students whose work is to help fellow students, i.e., peer tutors. Even though they are not professional tutors, they are students who have successfully learned a language and/or have completed advanced Spanish courses in the Department and, thus, can offer help or advice to fellow students.
More information on this tutoring service will be provided during the first weeks of classes.

ESSENTIAL STUDENT INFORMATION
For essential information about student academic success, please consult the Student Academic Success Handbook, available at: https://studentsuccess.sdsu.edu/ This handbook contains important information regarding advising, academic and well-being support, the Economic Crisis Response Team, student rights and responsibilities, etc. Some of this essential information is presented in the sections below. However, you should consult the Student Success Hub (https://studentsuccess.sdsu.edu/) to get the most complete, accurate information. If help or assistance is needed and you are unsure about where to start, the Student Success Help Desk (https://studentsuccess.sdsu.edu/help_desk) can answer questions via email, zoom, phone, or text. Students in the College of Arts and Letter may also contact the CAL Student Success Center: https://cal.sdsu.edu/student-resources/student-success

STUDENT ACCOMMODATIONS
SDSU, via the Student Ability Success Center (SASC) (https://sdsu.edu/sasc), provides accommodations for students with documented disabilities or medical conditions covered under the Americans with Disabilities Act (ADA). If you are a student with a disability and need accommodations for this class, please contact the Student Ability Success Center at sascinfo@sdsu.edu (or go to https://sdsu.edu/sasc as soon as possible. Please know accommodations are not retroactive, and instructors cannot provide accommodations based upon disability until they have received an accommodation letter from the Student Ability Success Center. SASC registration and accommodation approvals may take up to 10-14 business days, so please plan accordingly. Religious observances: Students should notify the instructors of affected courses of planned absences for religious observances by the end of the second week of classes.

Note: Class rosters are provided to the instructor with the student’s legal name. Please let your instructor know if you would prefer an alternate name and/or gender pronouns.

COMMUNICATION
SDSU Email Address
Students are provided with an SDSU Gmail account, and this SDSU email address will be used for all communications. By University Senate policy, students are responsible for checking their official university email once per day during the academic term.

In-person and Online Communication
Appropriate social rules and polite communicative behavior, verbal and non-verbal, should be maintained in both face-to-face and computer-mediated communication. Online communications can lose some of the nuance and tone that helps to convey meaning in person, leading to a higher potential for misinterpretation. Consequently, all members of the University community are expected to exhibit respect, consideration, and kindness to others. This includes being mindful when selecting and sharing images, when communicating in person and online, and when interacting in- and out-of-class. Any improper or disruptive behavior will be reported for disciplinary review.

Learning how to write polite, professional, and well-worded e-mail messages in Spanish is considered an integral part of a university education in Spanish (though of course if you need to write in English for any reason please do so). Below see a guide sheet to help with this kind of email. I will respond to e-mail messages once a (work) day; hence, you can expect an answer from me between 24 and 48 hours after
you send an email (except for weekends/holidays). Remember to give time for a response. If you send an email in the middle of the night, for example, you cannot expect a response before a morning class the next day. Occasionally I will choose to address your question in person, rather than via email. No class summaries will be available via email.

**Style standards for email messaging.** Be sure to choose an appropriate subject heading that describes the content of your email. Begin your message with:

“Buenos días/buenas tardes/hola etc. profesora Applegate:” (neutral) “Estimada profesora/doctora Applegate:” (more formal)*Note that a colon (“:”), rather than a comma, is normally used after the greeting.

In the main body of the text, summarize in Spanish your question, concern, or information. End your message with: “Atentamente” (neutral, professional)
“Muy atentamente” (neutral, professional)
“Agradeciéndole, como siempre, su inapreciable ayuda” (very formal)
“Esperando su grata respuesta, le saluda atentamente” (very formal)
“Quedo a la espera de sus noticias” (if your message contained a question or a request, rather formal)
“Cordialmente” (professional but friendly)
“Un saludo” (neutral, friendly)
“Un abrazo” (friendly, only if you know a person well).
Then sign your name.
If you would like to add additional lines or observations to your message, you can write “PD” o “Pdta.” after your signature and then add whatever you would like to add.

**ACADEMIC HONESTY AND STUDENT CONDUCT**
The University adheres to a strict policy regarding cheating, plagiarism, dishonesty, and misconduct. These activities will not be tolerated in this class. Activities include but are not limited to: falsifying information; stealing, making, or obtaining unauthorized copies of a test/exam; unauthorized collaborating or consulting while taking an exam; unauthorized recording, dissemination, or publication (including on websites or social media) of lectures or other course materials; disruption of the educational or administrative process; physical or verbal abuse or threat of such abuse, and sexual or racial harassment. It is important to become familiar with all SDSU policies and standards regarding appropriate student conduct. To review these, please visit: [http://go.sdsu.edu/student_affairs/srr/conduct.aspx](http://go.sdsu.edu/student_affairs/srr/conduct.aspx). Cheating, plagiarism, and any form of academic dishonesty or misconduct will be reported to SDSU’s Center for Students Rights and Responsibilities (CSRR) for disciplinary review. Consequences may include failing an assignment, failing the class, warning, probation, suspension, or expulsion. In addition to prompt notification to CSRR, faculty members have the authority to levy academic sanctions, typically, grade modifications.
Classroom Conduct Standards: SDSU students are expected to abide by the terms of the Student Conduct Code in classrooms and other instructional settings. Prohibited conduct includes willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity; participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community; conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct. Violation of these standards will result in referral to appropriate campus authorities.

OTHER IMPORTANT INFORMATION
Counseling and Psychological Services (http://go.sdsu.edu/student_affairs/cps/default.aspx). Many events and situations put additional stress on being a student. SDSU has an excellent center for Counseling & Psychological Services (C&PS) (sdsu.edu/cps), ph. (619) 594-5220. It is also possible to talk with a therapist on phone consultation by calling C&PS between 8 am and 4 pm. For more information, go to: https://newcenter.sdsu.edu/student_affairs/cps/therapist-consultation.aspx. In some situations, as well as after hours, it may make sense to contact the San Diego Access and Crisis Line directly. The San Diego Access & Crisis Line, a free 24-hour service, can be reached at 1-888-724-7240.

SDSU Economic Crisis Response Team (ECRT): Any student experiencing immediate, housing, or unforeseen financial crises is strongly encouraged to visit the Economic Crisis Response Team website, at https://sa.sdsu.edu/ecrt, and/or email the ECRT at ecrt@sdsu.edu. The ECRT aims to bridge the gap in resources using a holistic approach to well-being. ECRT supports students through crisis by leveraging a campus-wide collaboration that utilizes on- and off-campus partnerships and provides direct referrals based on each student’s unique circumstances. ECRT empowers students to identify and access long-term, sustainable solutions in an effort to successfully graduate from SDSU. Within 24 to 72 hours of submitting a referral, students are contacted by a member of ECRT and are quickly connected to the appropriate resources and services. For students who need assistance accessing technology for their classes, visit the ECRT website (sdsu.edu/ecrt) to be connected with the SDSU library’s technology checkout program.

Student Privacy (FERPA) The Family Educational Rights and Privacy Act (FERPA) mandates the protection of student information, including contact information, grades, and graded assignments. The course instructor will assure the privacy of student grades and feedback on individual assignments. Students will be notified if copies of student work will be retained beyond the end of the semester, if work might be used for program evaluation purposes, or used as examples for future students.

Title IX Mandated Reporting Even though instructors will seek to keep any sensitive information shared by students to the greatest extent possible, instructors are required to share information regarding sexual misconduct or sexual violence on SDSU’s campus with the Title IX coordinator. If a student does not want the Title IX Officer notified, instead of disclosing this information to the instructor, s/he can speak confidentially with people on campus, such as staff at the Counseling and Psychological Services 619-594-5220, pscserv@sdsu.edu. For more information regarding university rights and options as survivors of sexual misconduct or sexual violence, please visit titleix.sdsu.edu or sdsutalks.sdsu.edu.
CHANGES TO SYLLABUS:
Changes or modifications to this syllabus may be necessary due to academic or administrative reasons, or other compelling reasons. Students will be notified in advance of any changes in class and/or via email or Canvas announcements.

SDSU Land Acknowledgement

For millennia, the Kumeyaay people have been a part of this land. This land has nourished, healed, protected and embraced them for many generations in a relationship of balance and harmony. As members of the San Diego State University community, we acknowledge this legacy. We promote this balance and harmony. We find inspiration from this land; the land of the Kumeyaay.