**Departmental Syllabus – Spanish 1001**

**Georgia Highlands College**

**Spanish 1001**

**CRN# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester, Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting Days, Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Prerequisites:**

Spanish 1001 is the first course in the Spanish series and there are no prerequisites. This course does not carry credit towards graduation.

**Course Description:**

Introduction to listening, speaking, reading and writing in Spanish and the culture of Spanish-speaking regions. The present tense will be covered through reflexive verbs.

**Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course objectives/Student Learning Outcomes for Humanities:**

1. Students will gain an understanding of the relationship between language and culture. 5. Students will demonstrate knowledge of relevant terminology in humanities courses.

**Expected Results:**

Students will begin to develop reading, writing, listening and speaking skills in the target language based on the material presented. Students will begin to acquire an understanding of the cultural diversity of the Spanish-speaking world.

**Grades:**

 The final grades that may be assigned in Spanish 1001 are A, B, C, D and F. A grade of a C or better is required to satisfy a foreign language deficiency. Grades will be determined by performance on tests and exams, written and online homework and exercises, and participation. Evaluation will include vocabulary, language structures, listening skills, reading skills, writing skills and speaking skills.

**Exam Makeup Policy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Required texts:”**

 Introductory Textbook and Online Workbook.

**Topic Outline (Tentative Schedule of Coursework): \_\_\_\_\_\_\_\_\_\_\_**

**Assignments (Due dates): \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Anti-plagiarism:** If you use turnitin.com include the following:

“You will be required to submit your work to turnitin.com, an anti-plagiarism web site, for comparison. Essays submitted to turnitin.com

become a permanent part of the turnitin.com database.”

**IC Statement:** “This course proudly supports the mission of IC@GHC. To learn more about this program visit our website at [www.highlands.edu/ic](http://www.highlands.edu/ic)”

**Attendance:**

GHC Attendance Guidelines as Stated in the College Catalog:

“Regular, punctual attendance at all classes is the student’s responsibility. Students are expected to account for absences to each instructor and, at the discretion of the instructor, to make up all work missed because of the absence. Final approval of any class absence remains with the individual instructor.”

Humanities Division Attendance Policy: “A student who misses five classes may not return to the class without appealing to the division chair. This appeal must be made within 3-5 days. Otherwise the student may not return to the class and no appeal will be allowed.”

**Extended Absence Policy**

“Students who have circumstances that prevent them from continuing to attend classes over an extended period of time sometimes request that the faculty member permit them to submit work in absentia to receive credit to complete the course. If the concurrent absences will constitute more that 15% of the class sessions for the term, then written permission from the Division Chair is required before any course assignments can be completed while missing class. The student must be in good academic standing in the course to make the request. All approved coursework must be complete by the end of the semester in which the course was begun.”

**The following statements should also be included on each syllabus:**

Student Rights and Responsibilities: Policies on student conduct and academic integrity are in the College’s “Student Rights & Responsibilities” document.  This can be accessed via the following URL: <http://www.highlands.edu/site/student-rights>

Disability Statement: “Students who feel they may need an accommodation based on the impact of a disability should make an appointment with Student Support Services (706-295-6336) to coordinate reasonable accommodations.  Students are also welcome to contact the instructor privately to discuss specific needs.”

**This message applies only to students receiving financial aid:**  Federal regulations state that if a student did not attend classes and received failing grades, then the grades were not earned and financial aid needs to be reduced accordingly.  **Please be advised that any student receiving a 0.00 GPA will be required to prove that the 0.00 GPA was earned by attending classes or completing requirements for each class**.  Students who have earned at least one passing grade for the semester will not be affected by this regulation.  If a student has properly withdrawn from all classes, the student’s financial aid should be adjusted from the time they signed the withdrawal form.