**Elementary Spanish I-SPAN 101 01 CRN: 4199 Truman State University Summer 2018**

E-mail: sescobar@truman.edu

**Virtual Office Hours**: Starting on May 28, MWF 12:00 pm-1:00 pm; 6:00 pm- 7:00 pm at:

 [https://zoom.us/j/314131104. And by appointment Tu/Th 11:00](https://zoom.us/j/314131104.%20And%20by%20appointment%20Tu/Th%2011%3A00) am-2:00 pm.

For email questions, you can expect a response within 24 hours M-F, and within 48 during weekends.

Also, for questions or chat, you can joy me by appointment at Zoom.

***Homework website***: <https://www.vhlcentral.com/>

***Professor’s webpage***: http://sescobar.sites.truman.edu/

**Virtual Class live Orientation:**

There will be one hour mandatory introductory orientation section on **Zoom (worth 2% of your grade).**

It will be offered twice:

 **On Tuesday 29 from 12 pm to1pm and from 6 pm to 7 pm**. You attend whichever is more convenient for your schedule going to:

**At 12:00 pm to 1:00 pm**: [https://zoom.us/j/923359240](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F923359240&sa=D&usd=2&usg=AFQjCNFhH5GeYTR4BQ3Y-Emi-XIYldpIuA)

**At 6:00 pm to 7:00 pm**:  [https://zoom.us/j/446307934](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F446307934&sa=D&usd=2&usg=AFQjCNEp7YMIfnWz0Ap-FOT2WdVqfSiePw)

This orientation will be archived (recorded) for those unable to participate and posted on my webpage. Also, **note that you must get started on your work in this course right away on May 29 as there are only five weeks in the summer session to cover what we cover in a regular semester. It moves at an accelerated pace.**

**Virtual Class Meetings:**

Every Thursday from 6:00 pm to 7:00 pm at <https://zoom.us/j/716874820> **(worth 5% of your grade).**

**\*\*\*MATERIALS REQUIRED for this class**

**Required Texts**: *Vistas 5th ed.*-Author: Blanco: I**SBN**: 978-1-62680-675-7 Or **ISBN**: 978-1-62680-682-5, includes: Student Edition/ Supersite Plus Code (Which includes: Supersite & WebSAM & v EText)

**Buy course material here:**

<https://vistahigherlearning.com/catalog/product/view/id/5346/s/vistas-5th-edition-031/>

Whenever purchasing materials for your classes, whether online or in the bookstore, always be aware of the return policies.

**BEFORE ATTENDING MEETINGS IS VERY IMPORTANT** **THAT**:

* You will need to attend the meetings in a closed, quite; isolated environment, without pets or other people around you since they may interfere or disturb our meeting.
* You need to have a computer with high-speed Internet access, speakers or headphones, and a mic (some computers have built-in microphones) to access The Vista Supersite (where you will do your assignments and quizzes) and Zoom(where we'll meet as a class in a virtual classroom once a week). MAKE SURE TO TEST ON ZOOM YOUR SOUND SYSTEM, VIDEO AND AUDIO. To do this go to [How Do I Join Or Test My Computer/Device Audio?](https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Device-Audio-) <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Device-Audio->

\*\*\*You may purchase the volume that contains only the chapters that you need for 101 (Lessons 1-6) and a code for six months of Supersite access OR you may purchase the complete package that provides all 18 chapters for 101 through 201 including the online access to the Supersite vText for those courses.

Whichever package you select comes with the physical and electronic resources that you will need. No additional materials are required. Note that if you purchase just the volume for your course, you will only have 6 months of access to the Supersite. If you take the next level in sequence, you will need to make another purchase for the next semester. Should you drop this course, you will be given a one-time code extension. This must be requested by and verified by your instructor. You will see all of the chapters on the Supersite, but you will only have 6-months access to it with the purchase of the volume for your course. Used loose-leaf materials may not be resold (by law) and codes may not be shared or sold to others by their owners (by law).
If you don’t have high-speed Internet access at home, use a local library with high-speed Internet access.

**COMPUTER EXPERIENCE, TECHNICAL REQUIREMENTS AND TECH SUPPORT**Please go to the very end of this Syllabus (*pp.* 7-11) for a detailed explanation of what you will need.

**PREREQUISITES** None

**COURSE DESCRIPTION**

This course focuses on pronunciation, basic grammar, and vocabulary. The course also emphasizes acquisition of Spanish through aural comprehension and reading from the text, speaking with a partner and in small groups, and writing brief compositions and other exercises.

**CONTENT:** This course will cover chapters 1-6 of the text.

**Objectives:** The primary goals of Spanish 101 are: 1) to achieve a command of basic grammatical structures, including the present tense. 2) to establish a minimal working vocabulary. 3) to develop basic pronunciation skills. 4) to develop basic listening, reading and conversational skills. 5) to begin the study of Hispanic culture.

**Competency outcomes:** Students are expected to demonstrate a functional knowledge of the grammatical structures covered, to acquire accurate pronunciation skills, to demonstrate an active knowledge of the vocabulary presented in the text, and to enhance their awareness of Hispanic culture.

**Competency assessment:** There will be a chapter test and quizzes over most chapters, and a comprehensive midterm and final examination. Throughout the course, students will also be evaluated through written and oral participation and homework.

100-90=A 89-80=B 79-70=C 69-60=D below 60=F

**Grade Evaluation:**

|  |  |
| --- | --- |
| **Class Live Orientation** (participation) on Zoom over Supersite, Zoom, and Syllabus. Take one of the two sections offered on **May 29** ([12:00pm-1:00 pm](https://zoom.us/j/923359240)) **or** ([6:00pm-7:00pm](https://zoom.us/j/446307934))  | 2% |
| **Chapter Quizzes (Vocabulary (**4**) and Grammar** (4)) (On Supersite>Content>Assessment>Vocabulary Quizzes/and Grammar Quizzes)  | 5% |
| **Chapter oral quizzes** (Repaso oral) (4) (On Supersite>Content>Activities>Repaso>Repaso oral) | 5% |
| **Chapter Exams** (Lesson Test) (4) (On Supersite>Content>Activities>Assessment>Lesson Test | 28% |
| **Chapter Writing compositions**- Síntesis (4) (Content>Activities>Last section of Estructuras>Workbook>Síntesis | 5% |
| **Chapter Assignments-Practice** (Lecciones 1 a 6) (Content>Activities>Practice | 5% |
| **Chapter Assignments-WebSam and Lab** (Workbook/Lab Activities) (Lecciones 1 a 6)Content>Activities>Workbook and Lab | 10% |
| **Virtual Classroom-oral discussion/writing Chat participation** (on Zoom)  | 5% |
| **Midterm Exam**...mandatory & comprehensive (Proctor Institution) (Content>Assessment>Lesson Test on Chapters 1, 2 and 3) | 15% |
| **Final Exam**...mandatory & comprehensive (Proctor Institution) (Content>Assessment>Multi-Lesson Exams | 20% |

**Students are responsible for keeping up with their grades.  You will see ALL your grades on Vistas Grade menu**.

**TRAININING ORIENTATION ON ZOOM ABOUT YOUR SYLLABUS, ZOOM, AND VISTAS SUPERSITE**

**This training is mandatory for all and will take place on May 29**

From 12:00pm to 1:00pm: <https://zoom.us/j/923359240> or from 6:00pm to 7:00pm:  [https://zoom.us/j/446307934](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F446307934&sa=D&usd=2&usg=AFQjCNEp7YMIfnWz0Ap-FOT2WdVqfSiePw)

**TESTING**Except the Midterm and the Final Exam, chapter quizzes and exams will be taken using Vistas online. You will take the Midterm and the Final Exam at a [Proctor Institution](http://www.ncta-testing.org/find-a-cctc-participant) of your choice at <http://www.ncta-testing.org/find-a-cctc-participant> (Copy and paste this link to your browser). Questions about Proctor Institutions? Contact: cctc@ncta-testing.org.

To take these exams at TSU, contact Nancy Asher: testing@truman.edu; or call at 660-785-4140

Truman is part of a consortium of schools, with locations throughout Missouri and across the United States. Students can take exams at these sites by paying the site a fee. The student must register for the exam in advance at most sites and costs range from free to over $50 per test. The student incurs this cost.

**CHAPTER QUIZZES/EXAMS**

There will be quizzes and exams for each chapter/lección.  Each chapter has a brief “**Vocabulary Quiz**” and “Grammar Quiz” (an objective quiz over vocabulary, plus a quiz on the main topic of the lesson); an end-of-lesson quiz or “**Lesson Test**” (an objective quiz over grammar and vocabulary); a brief “**Repaso oral**” (a subjective oral quiz in which you record answers to personal questions and/or video chat conversation with another classmate); and an “**Síntesis**” quiz (alocated on the last topic of “Estructuras”, a quiz in which subjective quiz in which you write a paragraph composition length).  Quizzes are graded for accuracy (grammar, spelling, accents, etc.)  There are no make-up quizzes. You must take them by the deadline given or your results will not be submitted to me for grading.  **You will have a wide window of time (two days) to take the chapter** quizzes and you may take them at any time (day or night/weekday or weekend) during that period **BEFORE MIDNIGHT**)

**BEFORE TAKING ANY QUIZ: A)You will watch the tutorials on you Supersite tutorials tab to see grammar review notes to help you to prepare for all this quizzes and exams; B) then read and study your book; C) finally, when you feel ready and confident, start taking your quiz.**

The chapter **quizzes** are open book/open notes, but **are timed** and **graded for accuracy**.  The Supersite does not have a running time clock. **You must keep your own time when taking the Vocabuary quiz, Grammar quiz, Repaso Oral quiz, Síntesis quiz, and Lesson Test.** This means that you have the resources at your disposal to help you. **However, due to time constraints, if you do not study thoroughly, and here you stop to look up all of the answers, you will not be able to submit the quizzes on time if you have.** **Quizzes that are not submitted within the time allowed will be assigned a zero.**

This will ensure that you study along the way and not just before the midterm and final exam.  Your success acquiring a foreign language depends upon committing to memory vocabulary words and grammar structures.  Also, you are only allowed **ONE ATTEMPT at any quiz**.  If you experience technical difficulties while taking a quiz, email your instructor after trying **Troubleshooting Help**: <https://support.vhlcentral.com/hc/en-us/sections/115000738368-Troubleshooting-Help>

Each chapter allows points for quizzes (For the Vocabulary and Grammar quizzes at the Supersite-Activities-Assessment tab), for the Lección/Pruebas (at the Supersite-Content-Assessment tab) and for the escritura quiz-síntesis (at the Supersite-Content-Last section of Estructuras-Síntesis tab).  Each part is timed and graded separately, and you must enter and complete each one for every lección/chapter.  They must all be completed by the deadline of the module in which they are listed on Vistas website before midnight.

**PART I:  THE VOCABULARY AND GRAMMAR QUIZZES (10 minutes each)**

There will be a total of four chapter (8 mini quizzes) ine through the Supersite at [www.vhlcentral.com](http://www.vhlcentral.com). You’ll see this quizzes in the Assessments tab of the Supersite under the Content menu (**Or just click on your calendar to see when you have your quiz).** Complete the tutorials and assignments and study the vocabulary and grammar before taking these quizzes.  **You will be allowed 10 minutes for the Vocabulary quiz and 10 minutes for the Gramma quiz.** **If you submit your answers past that time limit, I will cancel you quiz, and you will be have to retake it a second time with a penalty of 15%.**

If you submit your answers past that time limit, your instructor will not grade them.  Use the floating accent toolbar for fill-in-the-blank sections when necessary.  The computer grades this portion of the quiz.  This means that you must enter the answers 100% accurately.  If you are unsure of spelling or accent marks, look them up before submitting.  Be sure to read the instructions carefully for each section of the quiz. You only have one attempt for each quiz.

**Remember to keep track of your time on this quiz. The Supersite does not have a running clock.**

**PART II: THE LESSON TEST (45 minutes)**

There will be a total of four chapter quiz online through the Supersite at [www.vhlcentral.com](http://www.vhlcentral.com). You’ll see this quiz or “Lesson Test” in the Assessments tab of the Supersite under Activities. You should complete ALL contextos and estructura sections (tutorials and assignments) and study the content before taking the lesson Lesson Test.  **You will be allowed 45 minutes for the Lesson Quiz.**  **If you submit your answers past that time limit, I will cancel you quiz, and you will be have to retake with a penalty of 20%.**

If you submit your answers past that time limit, they will not be graded. Use the floating accent toolbar for fill-in-the-blank sections when necessary.  An answer will not be considered “correct” by the computer unless it is correctly entered (correctly spelled w/ any accent marks).  Review your answers carefully before submitting them. The computer grades this quiz.  This means that you must enter the answers 100% accurately.  If you are unsure of spelling or accent marks, look them up before submitting.  Be sure to study the grammar review notes for each lesson on Blackboard. Be sure to read the instructions carefully for each section of the quiz. You only have one attempt for this quiz.

**Remember to keep track of your time on this quiz. The Supersite does not have a running clock.**

**PART III: THE ESCRITURA (WRITING) QUIZ-SINTESIS (25 minutes).**

There will be a total of four chapter quiz online through the Supersite>Content>last option of “Estructura”, and then select “Sintesis”.This will consist of a few questions in Spanish to which you’ll need to give complete sentence answers and/or a short composition (usually a paragraph).  You will only be given one attempt.  This attempt will be timed and you must submit the answers within the allowed time for them to be received. You will be allowed **25 minutes for the Escritura Quiz-Síntesis.**  **If you submit your answers past that time limit, I will cancel you quiz, and you will be have to take it a second time with a penalty of 15%.**

This portion of the quiz is graded by your instructor who will enter feedback. You may open the quiz back up to review feedback after it’s graded.  A careful review of feedback will go a long way to helping you improve your writing and communication skills.

**PARTICIPATION IN CHAT/ORAL DISCUSSIONS DURING VIRTUAL MEETINGS ON ZOOM**

We will have five virtual meetings every Thursday from 6:00 to 7:00 pm at:  [https://zoom.us/j/716874820](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F716874820&sa=D&usd=2&usg=AFQjCNGYTTrw52GCzj0XeD6BU2W_EHZq5Q)

There will be one discussion topic per lesson (**listed on page 17 of this syllabus**). No make-ups are allowed. Each will be worth five points.  They will be made available to you in learning modules as you develop the linguistic skills to reply to each.  For each topic during Virtual Meetings, in order to receive full credit, you must:

* **Post one message** in Spanish (four complete sentences).
* You must also select one message from each discussion to **reply** to in order to receive full credit. Your reply should be two complete sentences in length in Spanish. You do not need to worry about accent marks in the discussion messages; I will grade on the content of your message (feel free to express your own opinion, but be sure the language is comprehensible).
* Finally, you should **talk** in Spanish with your professor or classmates during the discussion, using complete sentences based on the grammar and vocabulary of the lesson indicated.

**MIDTERM AND FINAL EXAM**

The midterm and final exam are comprehensive (the final will be over all Six chapters; the mid-term will be over the material covered in the first three chapters).  Your assignment completion will prepare you for them.  They are both mandatory.  They are not chapter quizzes and if you miss them, you will receive a zero for them. You will take each on a \*[Proctor institution](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions) of your choice by the deadline posted on your Syllabus (In it, you will see 3 days to schedule your tests at your convenience

\*(See the list of [Proctor Institution](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions) available for these test).You will have 3 days window to take each. No make-ups are allowed. You are allowed one attempt for each and you must complete the attempt in the same sitting in which you begin it.

**Who can you select a proctor institution for you Midterm and Final Exam?**

First, go to the website <http://www.ncta-testing.org/find-a-cctc-participant>; select a proctor conveniently located near to you; contact it in order to find out the cost it charges you for taking the test. Once you have paid for taking the test, email to your Professor the name of the institution and the code it provides you to take the test.

**Instructions on getting set-up to do assignments in the Supersite and on using the Supersite are in the first week’s learning module (“Virtual Training Orientation, May 29, 12-1:00, 6-7pm”) in ZOOM:**

At 12pm: [https://zoom.us/j/923359240](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F923359240&sa=D&usd=2&usg=AFQjCNFhH5GeYTR4BQ3Y-Emi-XIYldpIuA)

At 6pm:  [https://zoom.us/j/446307934](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F446307934&sa=D&usd=2&usg=AFQjCNEp7YMIfnWz0Ap-FOT2WdVqfSiePw)

**If you experience technical difficulties while on the Supersite, contact tech support at 1-800-248-2813 or** <https://support.vhlcentral.com/hc/en-us>

**ASSIGNMENTS**

A student must complete online assignments by the deadlines.  All of these are to be done online at [www.vhlcentral.com](http://www.vhlcentral.com) through the **Content** menu under **Activities**, you will see different sections like **Tutorials**, **Practice**, **Communication**, **Workbook**, and **Lab** **Manual.** This website requires certain computer settings, browser settings/versions, etc.  Late work is allowed (25% penalty, plus 25 per day). Students will have attempts to complete each activity. Note: Activities made up of questions with only two possible answers (e.g. True/False) allow a maximum of one attempt, to prevent students from scoring 100% by simply guessing. Instructor-graded activities (items requiring an open-ended response) also allow a maximum of one attempt.

If you do miss a chapter by its deadline, it is best to do those assignments before testing or moving on to the next chapter because each chapter builds on the previous.  It is important that you not fall behind. Assignments are automatically given a time stamp online and the time you complete the assignments will show on my screen.

**Personal computer failure or Internet trouble is not considered a valid excuse for not completing assignments on time. You should not wait until the last possible opportunity to begin work on your assignments. Remember that high-speed access is recommended for the websites we use.**

After you have created an account you will log in at [www.vhlcentral.com](http://www.vhlcentral.com) with your username and password You will see each chapter/lección listed at the left.  When you click on each lección/chapter, you will see the various sections (like “contextos”, “Fotonovela”, “Estructura,” etc.)  For each lección/ chapter you will have a variety of exercise types that can be accessed through the tabs in the top center (Tutorials, Practice, Workbook, Lab Manual).  When you click the Tutorials tab, you’ll have access to tutorials that teach you the content.  These are critical for online students as they give you the same kind of content presentation and grammar explanations that you’d receive in a live course.  While you will not submit answers for tutorials, you should go through of the tutorials for the sections where they are provided before doing your assignments. When doing your assignments, you must click submit for each exercise that requires input in order for your work to be recorded.  Also, you should do activities in sequence and not skip around.

**Which assignments should I do?**

To see what assignments are due in each chapter, click the “Content” menu in the top of the screen, then select “Activities” option, and then to click on the appropriate lesson (at the top). After that, you will see on the left the different activities of the lesson such as “Contextos”, “Fotonovela”, “Estructuras”, etc. Once you click on one of then, the due dates appear next to any assignments due on the right of the screen. You will see a section at the top right (under Student Tools) that have more than that assigned. Always view the tabs to find out what is due when. Finally, as you are working in the vText, you will notice which activities have been assigned, but these are only SOME of the PRACTICE activities, not all for them. Also, the vText does NOT link to any WebSAM activities or assessments. Most importantly, before linking to and completing any assignments, **WATCH THE TUTORIALS (tutorials tab) for each section in which work is assigned and READ THE CONTENT in the Vistas text or in the vText for each section in which work is assigned.**

NOTE: Although you may have assignments from many different sections, the sections that you will need to study for the lección/chapter quizzes and the midterm and final exams are the “Contextos” and “Estructura” sections.

**GRADED ORAL ACTIVITIES**

This is the area where most online students feel they suffer the most due to lack of oral communication in a live classroom with other students. **This is I need to hear you in a real-time (synchronous) conversation at the end of each week on Zoom.**

There will be **one graded oral activity per chapter on Vistas: Repaso oral** (a total of 4).

There are **five oral discussions activities in Zoom**. They are synchronous class discussions. See page 16 for details.

We will use Zoom to have synchronous (real-time) conversations with each other. We can speak real-time via computer mic or telephone and it works with as few as two or as many as a classroom of students.

**Here’s how it works**. I will offer **one evening session** every Thursday from 6pm to 7pm. See calendar for dates/times or the bottom of this syllabus. Simply join the session by going to the [Zoom link](https://zoom.us/j/716874820) [<https://zoom.us/j/716874820>](**instructions to follow on my webpage before you begin**). There is no “previewing.” If you log in to the session, that will be the session in which you are graded, so be sure you have about an hour set aside. **DO NOT BE LATE FOR THESE MEETINGS**. It disturbs to whole virtual meeting when someone is late.

The conversation topics for the Virtual classroom meetings are at the end of this syllabus. You can prepare most of what you will say/ write in advance. During the session, you will simply identify yourself each time you speak (just state your name). I will facilitate the conversation and ask students to respond.

This format allows me to give you real-time feedback as I would in a face-to-face class for improvement without having to return later for that feedback. Of course, each student’s actual grade will remain private and will show in Vistas under the Grades menu.

**Graded Individual Recording: “Repaso oral” (Supersite>Activities>Repaso>Repaso oral)**

The will be 4 individual recordings on Supersite. You find the “Repaso Oral” after selecting under the Content tab, Activities,Repaso, and Repaso oral. **Or just click on your calendar to see when you have your quiz**. This will be graded for proficiency. I will grade each student’s submission and give you personalized recorded audio feedback so that you will have a chance to practice your pronunciation and make improvements. It is very important to review this feedback.

\*Note that there will be several individual oral recordings as homework assignments for every lesson that will be graded only on effort and completion (in the practice and WebSam tabs).Only the “Prueba Oral” will be graded for oral proficiency.

Your instructor will decide how to grade your speaking skills. It may be through a voice board (an oral discussion board), via an oral exam online, through individual recordings or through chats with him/her and other students in Zoom.

However your instructor provides feedback privately during office hours, or by recording it directy into your Vistas Assignment. Be sure to listen to it. **This is very helpful to students in the process of improving oral proficiency.**

**If you experience technical difficulties on the Supersite, you'll need to contact tech support contact:**

**1-800-248-2813 or** [**https://support.vhlcentral.com/hc/en-us/categories/201891218-Student**](https://support.vhlcentral.com/hc/en-us/categories/201891218-Student)

**COLLEGE POLICIES**

**ATTENDANCE POLICY AND MISSED / LATE WORK POLICY**

In this online course, you will be allowed to work at your own pace, but you must adhere to the deadlines set forth in the course calendar (see bottom of syllabus and Blackboard calendar). You are responsible for checking Blackboard for announcements and emails from me (check at least every other day) and for letting me know if you have questions as you proceed through the course. You are expected to contribute to class discussions and to participate in the synchronous graded oral activities in Adobe Connector by the end of each week.

**ATTENDANCE**

A student must log in Vistas Supersite. It is STRONGLY RECOMMENDED that students log in to Vistas the first day of class so as not to miss assignments and announcements.

**COLLEGE POLICY ON CHEATING AND PLAGIARISM**

Honesty: Cheating is against school policy.  Cheating includes any attempt to defraud, deceive, or mislead me, your instructor, in arriving at an honest grade assessment, and may include copying answers from other students, asking someone to take a test for you or using unauthorized notes during tests. Plagiarism is a particular form of cheating that involves presenting as one's own the ideas or work of another, and may include using other people's ideas without proper attribution, quoting from other’s work without indicating that it is a direct quote (even if attribution is made) and submitting another person's work as your own. Copying material from the Internet and presenting it as your own work without noting the author and source is plagiarism.  Violations of the cheating policy will result in a grade of '0' for the assignment in question and a referral for violation of the Student Conduct Code, and may result in a failing grade for the course at my discretion. See the Student Conduct Code in the Student Handbook for details and for a review of the appeals procedure:
<http://conduct.truman.edu/docs/AcademicIntegrity.pdf>

DISABILITY SERVICES: Accommodations are individualized and flexible based on the nature and impact of a disability and the educational environment.  Documentation of a disability from an appropriate professional is required.  You are encouraged to contact both your instructor and the Disability Services office (x4478) as soon as possible. It is the policy and practice of TSU to make all Web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the online course materials for this class, please notify the instructor immediately.

**TECHNICAL REQUIREMENTS, TECH SUPPORT AND COMPUTER EXPERIENCE USING VISTAS**

**1. Vistas**

You will also need to become familiar with using the Supersite (our online book and resources for this course). The Supersite contains demos under “Help/Resources” in the right-hand column under “Student Tools.”

If you have technical difficulties with the Supersite during this course, please visit:
<http://support.vhlcentral.com/> or call 1-800-248-2813

If you experience computer problems that are unrelated to either Blackboard or using the Supersite, contact your computer manufacturer (such as HP or Dell).

You will need frequent access to the Internet as ALL of the coursework is done online. You will have a physical companion for offline study, but all else is done while connected to the Internet. While online, you will need to allow pop-ups from the two sites we use for the course (at <http://www.truman.edu/> and [www.vhlcentral.com](http://www.vhlcentral.com)). You may use library/learning resource computers labs. Keep in mind that you will need to bring a headset for listening activities so as not to disturb others in the library/learning resource computers. For the recording activities, you must be in a place where you can speak out loud into your microphone.

Your computer will need Internet access (high-speed HIGHLY recommended), a sound card, either speakers or a headset for listening activities, and an inexpensive computer microphone (either built-in or purchased separately). You will NOT need a special Spanish keyboard or a Spanish language bar plug-in. If you need special accented characters, they will be provided to you in such a way that you can insert them or copy and paste them.

To use the Supersite to its best advantage, you must have the appropriate software, plug-ins, and network connection. Please take the time to read through the following and to download the following software, if you do not have it installed already.

**If you are not able to connect and/or record**, Vistas recommend to use Chrome since it's the web browser that best works with their system.

**Chrome (version 60+)**1. Open Chrome
2. Copy and paste this link into the address field and hit enter: chrome://settings/content/flash
3. Add [https://m3a.vhlcentral.com](https://m3a.vhlcentral.com/) to sites under the “ALLOW” header
4.Refresh the page. Best to exit browser and restart.

IF YOU STILL CANNOT RECORD, USE ANOTHER MICROPHONE OR CHANGE YOUR BROWSER.

For more information about Flash settings, refer to this article written by Google's Chrome Support team: [https://support.google.com/chrome/answer/6258784](https://support.google.com/chrome/answer/6258784?authuser=0)

**Safari (version 11+)**
1. Click on Safari preferences
2. Visit the Websites tab in the Preferences pane
3. Click on the Adobe Flash Player plugin checkbox on the left
4. On currently open websites "[m3a.vhlcentral.com](http://m3a.vhlcentral.com/)" should appear and user needs to select "On" from the dropdown menu
5. Refresh the page. Best to exit browser and restart.

For more information about Flash settings, refer to this article written by Adobe's Support team: <https://helpx.adobe.com/flash-player/kb/enabling-flash-player-safari.html>

**Firefox (version 55+)**
1. Go to Tools menu and select about:addons
2. Select Plugins
3 Shockwave Flash should show the latest flash version and the dropdown at the right should be set at “Always Activate”
4. Refresh the page. Best to exit browser and restart.

For more information about Flash settings, refer to this article written by Adobe's Support team: <https://helpx.adobe.com/flash-player/kb/enabling-flash-player-firefox.html>

[**Resolving Connection Failure issues during Live Chat and Partner Chat**](https://support.vhlcentral.com/hc/en-us/articles/217411237-Resolving-Connection-Failure-issues-during-Live-Chat-and-Partner-Chat)**:**

[**https://support.vhlcentral.com/hc/en-us/articles/217411237-Resolving-Connection-Failure-issues-during-Live-Chat-and-Partner-Chat**](https://support.vhlcentral.com/hc/en-us/articles/217411237-Resolving-Connection-Failure-issues-during-Live-Chat-and-Partner-Chat)

[**Supersite HELP TOPIC: Check Your Plug-Ins & Media Players**](https://support.vhlcentral.com/hc/en-us/articles/214561287-Supersite-HELP-TOPIC-Check-Your-Plug-Ins-Media-Players)**:**

**https://support.vhlcentral.com/hc/en-us/articles/214561287-Supersite-HELP-TOPIC-Check-Your-Plug-Ins-Media-Players**

[**Recommended Flash Settings for VHL Central**](https://support.vhlcentral.com/hc/en-us/articles/115013397448-Recommended-Flash-Settings-for-VHL-Central)**:**

[**https://support.vhlcentral.com/hc/en-us/articles/115013397448-Recommended-Flash-Settings-for-VHL-Central**](https://support.vhlcentral.com/hc/en-us/articles/115013397448-Recommended-Flash-Settings-for-VHL-Central)

**[Troubleshooting Help:](https://support.vhlcentral.com/hc/en-us/sections/115000738368-Troubleshooting-Help)**

[**https://support.vhlcentral.com/hc/en-us/sections/115000738368-Troubleshooting-Help**](https://support.vhlcentral.com/hc/en-us/sections/115000738368-Troubleshooting-Help)

**VHL Central Technical Requirements**

**INTERNET ACCESS**

* High-speed Connection (256 Kbps) recommended

 • An internet connection – broadband wired or wireless (3G or 4G/LTE)

• Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth

• A webcam or HD webcam - built-in or USB plug-in

• Or, a HD cam or HD camcorder with video capture card

**OPERATING SYSTEM AND BROWSERS**

WINDOWS 7, 8, 10

* MS Edge 15+ or higher
* Firefox 52 or higher
* Chrome 58 or higher
* Cookies must be enabled

MAC OS X 10.6+

* Firefox 52 or higher
* Chrome 58 or higher
* Safari 11 or higher**\***
* Cookies must be enabled

 **NOTE:** Internet Explorer 11 and Safari 10+ (and lower) are no longer supported.

 iPAD® AND CHROMEBOOK® FRIENDLY

* For information about iPad® friendly features, please visit <https://vistahigherlearning.com/ipad-friendly/>
* For information about Chromebook®-Accessible features, please review our [Chromebook®-Accessible Features article](https://support.vhlcentral.com/hc/en-us/articles/115012753507-Chromebook-Accessible-Features-on-VHL-Central).

 BROWSER SETTINGS

* Adjust Pop-up Blocker (For instructions, [click here](https://support.vhlcentral.com/hc/en-us/articles/216615857).)
* Cookies must be enabled (For instructions, [click here](https://support.vhlcentral.com/hc/en-us/articles/215076497).)

 PLUG-INS

* Adobe Flash Player ([install latest available version](https://support.vhlcentral.com/hc/en-us/articles/214561287)).
**Note:** 11.7 or higher recommended for Chat features. [Enable these recommended settings](https://support.vhlcentral.com/hc/en-us/articles/115013397448).
* Adobe Acrobat Reader ([install latest available version](https://support.vhlcentral.com/hc/en-us/articles/214561287))

 MEDIA AND COMMUNICATION FEATURES

* Headset with mic or speakers and mic are required for audio/video viewing, recording audio, as well as completing audio-enabled Chat, audio-enabled Forums, and any speech recognition**\*** features.
* A media player is required to listen to any downloaded audio files from the Content>Resources area. For Windows users, the default Windows Media Player or QuickTime with iTunes are recommended. For MAC users, QuickTime with iTunes is recommended. Access and [install latest available version](https://support.vhlcentral.com/hc/en-us/articles/214561287).
* A web-cam is needed to record video when using partner chat or live chat (For requirements and other troubleshooting steps, [click here](https://support.vhlcentral.com/hc/en-us/articles/217411237).)
* Adobe Flash Player ([install latest available version](https://support.vhlcentral.com/hc/en-us/articles/214561287)) 11.7 or higher recommended for Chat features.
* Forums and audio recording activities are NOT supported on Internet Explorer. Please use Firefox, Chrome, MS Edge, or Safari (only with OSx 10.6+) browsers.

[**ZOOM SYSTEM REQUIREMENTS FOR PC, MAC, AND LINUZ**](https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux)**:**

**https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux**

**System Requirements**

* An internet connection – broadband wired or wireless (3G or 4G/LTE)
* Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
* A webcam or HD webcam - built-in or USB plug-in
* Or, a HD cam or HD camcorder with video capture card

**Supported Operating Systems**

* Mac OS X with MacOS 10.7 or later
* MacOS 10.6.8 (Snow Leopard) with limited functionality (Zoom version 3.6)
* Windows 10
* Windows 8 or 8.1
* Windows 7
* Windows Vista with SP1 or later
* Windows XP with SP3 or later
* Ubuntu 12.04 or higher
* Mint 17.1 or higher
* Red Hat Enterprise Linux 6.4 or higher
* Oracle Linux 6.4 or higher
* CentOS 6.4 or higher
* Fedora 21 or higher
* OpenSUSE 13.2 or higher
* ArchLinux (64-bit only)

**Supported Tablet and Mobile Devices**

* [Surface PRO 2 running Win 8.1](http://www.microsoft.com/surface/en-us/products/surface-pro-2)
* [Surface PRO 3 running Win 10](https://www.microsoft.com/en-us/surface/devices/surface-pro/overview)
* [iOS and Android devices](https://support.zoom.us/hc/en-us/articles/201179966)
* Blackberry devices

**Supported Browsers**

* Windows: IE7+,  Firefox,  Chrome,  Safari5+
* Mac: Safari5+,  Firefox,  Chrome
* Linux: Firefox, Chrome

**Processor and RAM Requirements**

|   | **Minimum** | **Recommended** |
| --- | --- | --- |
| Processor | Single Core 1Ghz or Higher | Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent) |
| RAM | N/A | 4Gb |

**Note:** Linux requires a processor or graphics card that can support [OpenGL 2.0](https://en.wikipedia.org/wiki/OpenGL#OpenGL_2.0) or higher

**HD Camera Suggestions**

* [Aver CAM340](http://www.averusa.com/video-collaboration/products/cam340-conference-camera.asp), [Aver CAM520](http://www.averusa.com/video-collaboration/products/cam520-usb-conference-camera.asp%22%20%5Ct%20%22_blank)
* [Logitech C930e](https://www.logitech.com/en-us/product/c930e-webcam), [Logitech Brio](https://www.logitech.com/en-us/product/brio), [Logitech PTZ Pro](http://www.logitech.com/en-us/product/webcam-ptz-pro-business)
* [Huddly](https://www.huddly.com/)
* [VDO360 PTZ HD Camera](https://www.vdo360.com/all-products/)
* [VTEL HD4000PTZ Camera](http://www.vtel.com/hd4000ptz-camera.html)
* [Vaddio Clearview USB](http://www.vaddio.com/category/vaddio-hd-ptz-cameras#clearview)
* [Microsoft HD Webcams](http://www.microsoft.com/hardware/en-us/webcams)
* [Hovercam Solo 5 Document and Webcam](http://www.thehovercam.com/products/solo5)

**USB Speakerphone and Microphone**

* [Revolabs UC500](http://www.revolabs.com/products/conference-phones/wired-conference-phones/usb/flx-uc-500)
* [Jabra Speak 510](http://www.jabra.com/Products/PC_Headsets/Jabra_SPEAK__510_Series/Jabra_Speak_510)
* [Clearone Chat 150](http://www.clearone.com/products_chat150)
* [Logitech P710e](http://www.logitech.com/en-us/product/mobile-speakerphone-p710e-business)
* [Plantronics Calisto 600](http://www.plantronics.com/us/product/calisto-600)
* [Phoenix Quattro3](http://www.phnxaudio.com/mt301)
* [Voice Tracker Array Microphones](http://www.acousticmagic.com/acoustic-magic-voice-tracker-i-array-microphone-product-details.html)
* [Yamaha PSP-20UR](http://www.yamaha.com/products/en/communication/usb_conference_speakerphones/pjp-20ur/?mode=model)
* [Yamaha YVC-100](http://www.yamaha.com/products/en/communication/usb_conference_speakerphones/yvc-1000/)
* [Jabra USB Headphones](http://www.jabra.com/Products/Wired_Headsets/Jabra_BIZ__2400__Series)
* [Plantronics Headsets](http://www.plantronics.com/us/category/wireless-headsets/)
* [Revolab Fusion Wireless Microphones](http://www.revolabs.com/products/product-line/fusion-4-8-microphones)
* [Shure Wireless Conferencing System](http://www.shure.com/americas/products/conferencing-discussion)
* [MXL Microphones for Conferencing](http://www.mxlmics.com/microphones/web-conferencing/)

**To attend a Zoom meeting** **it is recommended that you test your computer prior to attending a meeting.**

You can do this by going to:

<https://support.zoom.us/hc/en-us/categories/201137166-Audio-Video-Sharing>

To join a meeting, see instructions at:

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

Instructions to join a meeting using your mobile:

<https://support.zoom.us/hc/en-us/sections/200305413-Mobile>

**PROGRAMA PARA EL VERANO DEL 2018**

|  |
| --- |
| **MAYO** |
| **Fecha** | **Before completing any assignments, 1.**[**WATCH THE TUTORIALS**](http://www.vhlcentral.com/home) **(located at the beginning of each lesson )**  | **IF YOU DON’T KNOW HOW TO USE VISTAS, SEE:****Supersite 3. Students Guide:**[**file:///C:/Users/sescobar/Desktop/101%20Online-20180410T235757Z-001/Student\_Guide\_3\_061316\_update.pdf**](file:///C%3A%5CUsers%5Csescobar%5CDesktop%5C101%20Online-20180410T235757Z-001%5CStudent_Guide_3_061316_update.pdf)**Temas de la clase** | **After** **doing the assignments on the Practice tab,** **do these assignments.** |
| **TAREA (T)****Vistas,****WebSam tab:****Workbook, and****Lab Activities** |  |
| **2. Read and study your book** | **Compositions:****Content>****Activities>****Select last section****item of “Estructuras”>****Sintesis.** | **LESSON TESTS AND QUIZZES:****(Supersite>****Content>****Assessment tab:** |
| **3. Do the homework:****TAREA (T)****Vistas,****Practice tab** |
| **Oral Quizzes:****Content>****Activities>****Repaso}****Repaso oral** |
| **Week 1 semana 1** |
| **28 Lunes** **Monday** |  | [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |  |  |
| **29 martes****Tuesday** | **FIRST DAY****OF** **CLASSES**Tarea | **Virtual Class Orientation on Zoom (12:00-1:00pm (CT):**[https://zoom.us/j/923359240](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F923359240&sa=D&usd=2&usg=AFQjCNFhH5GeYTR4BQ3Y-Emi-XIYldpIuA) | Tarea |  |
| **Capítulo 1.**Contextos. Los saludos, el alfabeto |
| [**Virtual Class Orientation on Zoom**](http://truman.adobeconnect.com/r4eht6v6z1y/) **(6:00-7:00pm, CT):**[https://zoom.us/j/446307934](https://www.google.com/url?q=https%3A%2F%2Fzoom.us%2Fj%2F446307934&sa=D&usd=2&usg=AFQjCNEp7YMIfnWz0Ap-FOT2WdVqfSiePw) |
| **30 miércoles****Wednesday** | Tarea | 1.1 Nombres y artículos, género y número | Tarea |  |
| [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |
| **31 jueves****Thursday** | Tarea | 1.2 los números del 1 al 20.1.3 El sujeto pronombre; el presente del verbo SER1.4 Hablando del tiempo | Tarea**Deadline for homework chapter 1** |
| **Virtual Class Meeting 1 (6:00pm-7:00pm, CT):**<https://zoom.us/j/716874820>**\*\*\*\*(see the list of the topics of these meetings at the end of the syllabus)** |
| **1 viernes****Friday** | Tarea | **Capítulo 2.** Contextos. En la universidad: las clases, los campos de estudio, los horarios**.** 2.1 El presente de los verbos terminados en –ar | Tarea |  |
| [**Office Hours 12:00pm-2:00pm**](https://zoom.us/j/314131104) |
| **2 sábado****Saturday** |  |  | **Quiz-Writing- Síntesis 1****(25 min.): Content>****Activities>****Estructura 1.4>****Workbook>****Síntesis** | **Vocabulary-Quiz 1** **(10 min.)** |
| **Grammar Quiz 1****(10 min.)** |
| **Quiz-****Repaso oral 1.** **(15 min)** | **Lesson Test 1 (45min.)** |
| **JUNIO** |  |
| **3 domingo****Sunday** |  |  | **Quiz-Writing: Síntesis 1****(25 min.) Content>****Activities>****Estructura 1.4>****Workbook>****Síntesis** | **Vocabulary-Quiz 1** **(10 min.)** |
| **Grammar Quiz 1****(10 min.)** |
| **Quiz-****Repaso oral 1.** **(15 min)** | **Lesson Test 1 (45min.)** |
| **Week 2 semana 2** |
| **4 lunes****Monday** | Tarea | 2.2 Preguntando en español | Tarea |  |
| [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |
| **5 martes****Tuesday** | Tarea | 2.3 El presente del verbo ESTAR2.4 Los números del 31 al 100 | Tarea**Deadline for homework chapter 2** |
| **6 miércoles****Wednesday** | Tarea | **Capítulo 3.** ContextosLa familia, las profesiones, las ocupaciones | Tarea | **Vocabulary-Quiz 2** **(10 min.)****Grammar Quiz 2****(10 min.)** |
| **Quiz-Writing: Síntesis 2****(25 min.):****Content>****Activities>****Estructura 2.4>****Workbook>****Síntesis** |
| [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |
| **Quiz-****Repaso oral 2.** **(15 min)** | **Lesson Test 2 (45min.)** |
| **7 jueves****Thursday** | Tarea | 3.1 Los adjetivos descriptivos3.2 Los adjetivos posesivos | Tarea | **Vocabulary-Quiz 2** **(10 min.)****Grammar Quiz 2****(10 min.)** |
| **Quiz-Writing: Síntesis 2****(25 min.)****Content>****Activities>****Estructura 2.4>****Workbook>****Síntesis** |
| **Virtual Class Meeting 2 (6:00pm-7:00pm, CT):**<https://zoom.us/j/716874820>**\*\*\*\*(see the list of the topics of these meetings at the end of the syllabus)** |
| **Quiz-****Repaso oral 2.** **(15 min)** | **Lesson Test 2 (45min.)** |
| **8 viernes****Friday** | Tarea | [**Office Hours 12:00pm-2:00pm**](https://zoom.us/j/314131104) | Tarea**Deadline for homework chapter 3** | \*\*\***You can take your Midterm any of these days.** |
| 3.3 El presente de los verbos terminados en –er, -ir3.4 El presente de TENER, VENIR |
| **Examen Intermedio (capítulos 1-3)** [**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)**(** [**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant) **)** |
| **9 sábado****Saturday** |  | **Examen Intermedio (capítulos 1-3)** [**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)**(** [**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant%20) **)** |  |
| **10 domingo****Sunday** |  | **Examen Intermedio (capítulos 1-3)** [**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)**(** [**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant%20) **)** |  |
|  |  |
| **11 lunes****Monday** |  | [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |  |
| **Examen Intermedio (capítulos 1-3)** [**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)[**(http://www.ncta-testing.org/find-a-cctc-participant)**](%28http%3A//www.ncta-testing.org/find-a-cctc-participant%29) |
| **Week 3 semana 3** |
| **12 martes****Tuesday** | Tarea | **Capítulo 4. Contextos.** Los pasatiempos, el fin de semana y los deportes. | Tarea |
| **Examen Intermedio (capítulos 1-3)** [**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)**(** [**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant) **)** |
| **13 miércoles****Wednesday** | Tarea | 4.1 Presente de IR4.2 Verbos con cambios de raíz E>IE, 0>UE | Tarea |  |
|  |
| [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |
|  |
| **14 jueves****Thursday** | Tarea | 4.3 Verbos con cambios de raíz E>I | Tarea |  |
| **Virtual Class Meeting 3 (6:00pm-7:00pm, CT):**<https://zoom.us/j/716874820>**\*\*\*\*(see the list of the topics of these meetings at the end of the syllabus)** |
| **15 viernes****Friday** | Tarea | 4.4 Verbos irregulares en el pronombre “YO”. | Tarea**Deadline for homework chapter 4** |
| [**Office Hours 12:00pm-2:00pm**](https://zoom.us/j/314131104) |
| **16 sábado****Saturday** | Tarea | **Capítulo 5.** Contextos. Las vacaciones, en el hotel, los meses, las estaciones y el clima | Tarea | **Vocabulary-Quiz 3** **(10 min.)****Grammar Quiz 3****(10 min.)** |
| **Quiz-Writing: síntesis 3****(25 min.):** **Content>****Activities>****Estructura 4.4>****Workbook>****Síntesis** |
| **Lesson Test 3 (45min.)** |
| **Quiz-Repaso oral 3****(15 min.)** |
| **17 domingo****Sunday** |  |  | **Quiz-Writing: síntesis 3****(25 min.): Content>****Activities>****Estructura 4.4>****Workbook>****Síntesis** | **Vocabulary-Quiz 3** **(10 min.)****Grammar Quiz 3****(10 min.)** |
| **Lesson Test 3****(45min.)** |
| **Qui-Repaso oral 3****(15 min.)** |
| **Week 4 semana 4** |  |
| **18 lunes****Monday** | Tarea | **5.1** el verbo ESTAR para hablar de condiciones físicas y emocionales | Tarea |  |
| [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |
| **19 martes****Tuesday** | Tarea | 5.2 El presente progresivo | Tarea |  |
| **20 miércoles****Wednesday** | Tarea | 5.3 SER versus ESTAR | Tarea |  |
| [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |
| **21 jueves****Thursday** |  | 5.4 Objetos y pronombres directos | Tarea**Deadline for homework chapter 5** |
| **Virtual Class Meeting 4 (6:00pm-7:00pm, CT):**<https://zoom.us/j/716874820>**\*\*\*\*(see the list of the topics of these meetings at the end of the syllabus)** |
| **22 viernes****Friday** | Tarea | **Capítulo 6.** Contextos. Ir de compras, la ropa, preferencias, cómo pagar | Tarea | **Vocabulary-Quiz 4** **(10 min.)****Grammar Quiz 4****(10 min.)** |
| **Quiz-Writing: síntesis 4****(25 min.):****Content>****Activities>****Estructura 5.4>****Workbook>****Síntesis** |
| **Lesson Test 4 (45min.)** |
| [**Office Hours 12:00pm-2:00pm**](https://zoom.us/j/314131104) |  **Quiz-Repaso oral 4 (15min.)** |
| **23 sábado****Saturday** |  |  | **Quiz-Writing: síntesis 4****(25 min.):****Content>****Activities>****Estructura 5.4>****Workbook>****Síntesis** | **Vocabulary-Quiz 4** **(10 min.)****Grammar Quiz 4****(10 min.)** |
| **Quiz-Repaso oral 4 (15min.)** | **Lesson Test 4 (45min.)** |
| **24 domingo****Sunday** |  |  | **Quiz-Writing: síntesis 4****(25 min.):****Content>****Activities>****Estructura 5.4>****Workbook>****Síntesis** | **Vocabulary-Quiz 4** **(10 min.)****Grammar Quiz 4****(10 min.)** |
| **Quiz-Repaso oral 4 (15min.)** | **Lesson Test 4 (45min.)** |
| **Week 5 semana 5** |
| **25 lunes****Monday** | Tarea | 6.1 SABER versus CONOCER | Tarea |  |
| [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |
| **26 martes****Tuesday** | Tarea | 6.2 Objetos y pronombres indirectos | Tarea |  |
| **27 miércoles****Wednesday** | Tarea | 6.3 El pretérito de los verbos regulares | Tarea |  |
| [**Office Hours 12:00-1:00pm; 6:00pm-7:00pm**](https://zoom.us/j/314131104) |
| **28 jueves****Thursday** | Tarea | 6.4 Adjetivos y pronombres demostrativos | Tarea**Deadline for homework chapter 6** | Examen final de práctica (optional) |
| **Virtual Class Meeting 5 (6:00pm-7:00pm, CT):**<https://zoom.us/j/716874820>**\*\*\*\*(see the list of the topics of these meetings at the end of the syllabus)** |
| **29 viernes****Friday**  | **LAST DAY OF****CLASSES** | [**Office Hours 12:00pm-2:00pm**](https://zoom.us/j/314131104) | \*\*\***You can take your Final Exam any of these days.** |
| **Examen final ([Proctor Institution](http://www.ncta-testing.org/cctc/find.php?State=MO" \l "institutions)):**[**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant) |
|  |
| **30 sábado****Saturday** |  | **Examen final (**[**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)**):**[**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant) |
|  |  | **JULIO** |
| **1 domingo****sunday** |  | **Examen final (** [**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)**):**[**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant) |
| **2 lunes****Monday** |  | **Examen final (**[**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)**):**[**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant) |
| **3 martes****Tuesday** |  | **Examen final (**[**Proctor Institution**](http://www.ncta-testing.org/cctc/find.php?State=MO#institutions)**):**[**http://www.ncta-testing.org/find-a-cctc-participant**](http://www.ncta-testing.org/find-a-cctc-participant) |

[**Virtual meetings topics**](http://truman.adobeconnect.com/r5rrkxu1qq7/)

**NOTE**. **The key to hold a conversation** is to ask and answer questions. So I advise you to learn how to ask questions in Spanish and how to answer them based on the lesson of the week (Prepare at least 7 questions for each meeting). Attend the day that best works for you (**you don’t need to tell me which one, just click the link of Virtual meetings and enter the meeting at the time is announced**)

**Meeting 1 (May 31) from 6:00PM-7:00pm.**

Using the vocabulary and grammar of **lesson *1***, prepare yourself:

1. To greet your classmates, introduce yourself and say how glad you are to meet them.
2. To talk about your classes.
3. To say where you are from, who your Spanish teacher is, the time of your Spanish class, how many students are in the class (the class has 19).
4. Any other things you would like to talk to keep the conversation going on.
5. To say goodbye.

**Meeting 2 (June 7) from 6:00-7:00:**

 Using the vocabulary and grammar of **lesson *2***, prepare yourself:

1. To describe yourself with at least five sentences in which you state your name and where you are from, what you study, what is your favorite academic subject, whether you work (if so, when and where), and some of your likes and/or dislikes.
2. Prepare yourself to ask questions to your classmates (7-10) based on section **2.2 (Forming question in Spanish)**, and also prepare yourself to answer questions based on this section.

**Meeting 3 (June 14) from 6:00-7:00pm:**

 Using the vocabulary and grammar of **lesson 3 and 4**, prepare yourself:

1. To talk about your family (how many members, their names, where they live, what they professions and occupations are.
2. Describe an important person in your life. Why is this person important in your life? What is this person like physically? What is his or her personality like? What does he or she do in a typical day? What does he or she do for fun? Use vocabulary from this lesson.
3. Describe your favorite relative. Include his/her name and relationship to you, where he/she is from, and where he/she works or studies. Also mention one thing he/she likes and one thing he/she dislikes.
4. Describe and talk about your favorite pastimes, sports, and places in the city. where these activities occur

**Meeting 4 (June 21) from 6:00pm-7:00pm):**

 Using the vocabulary and grammar of **lesson 5**, prepare yourself:

1. To have a conversation with a hotel receptionist and a guest arriving at the hotel. Include references to the weather and the date, the guest's room and luggage, two nearby activities, and ways to get there.
2. To say what you are like in general, how you are feeling today, and what you are doing right now. Use at least five different adjectives and the vocabulary and grammar from this lesson.

**Meeting 5 (June 28) from 6:00pm-7:00pm:**

 Using the vocabulary and grammar of **lesson 6**, prepare yourself:

1. To use at least six sentences describing what you did last Sunday. Use at least four different verbs in the preterit; describe what you were wearing. Specify colors and include adjectives.

***The instructor reserves the right to alter the syllabus as deemed necessary.***