



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

Technical College of the Lowcountry  
921 Ribaut Road  
Beaufort, SC 29901

Arts & Sciences Division  
Building 9, Room 102  
843-525-8281

## SPA 101

### Elementary Spanish I

#### Course Description

This course is a study of the four basic language skills: listening, speaking, reading and writing, including an introduction to Hispanic cultures.

Prerequisites: ENG 100, RDG 100.

4.0 Cr (4 lect/pres, 0 lab, 0 other)

#### Course Focus

SPA 101 includes basic vocabulary and grammar through the four skills of listening, speaking, reading and writing. It also presents cultural information about the Spanish-speaking world. The course structure contextualizes vocabulary and grammar.

#### Text and References

#### **In Class and Online Course:**

Portales 1e Code

#### **Additional Requirements:**

Daily computer access  
Headset with microphone  
Web Camera

#### Core Curriculum Competencies

All courses approved the general education core curriculum help students develop communication skills and/or critical thinking. SPA 101 is not part of the general education core curriculum. The course does develop communication skills and critical thinking.

- Every lesson has communicative goals. Students must meet these goals using the skills of listening, speaking, reading and writing. They must comprehend spoken Spanish that uses target grammar and contextualized vocabulary. Students are required to speak in survival situations well enough that a

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sympathetic native speaker of Spanish can understand. They are required to write short compositions using target grammar and contextualized vocabulary well enough that a native speaker of Spanish can understand the writing on the first reading. Students make an oral presentation to the class in Spanish.

- This course develops critical thinking skills by requiring students to apply their knowledge of grammar concepts and vocabulary to writing activities as well as to reading of simple authentic prose.

### Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

#### Communicative Goals

- Use cognates
- Use expressions of courtesy common to daily life
- Use appropriate gestures
- Use numbers and tell time
- Spell in Spanish
- Use classroom expressions and vocabulary
- Ask and answer questions in Spanish
- Talk about daily activities, likes and dislikes, leisure activities, and the family
- Express location
- Describe persons, places, and things
- Ask and give permission
- Communicate by phone
- Make future plans
- Label a map with the names of the countries where Spanish is spoken

#### Grammar Topics

- Gender and number of articles, nouns, and adjectives
- Subject pronouns
- Present tense of regular **-ar**, **-er**, and **ir** verbs
- **Ser** vs. **estar**
- Forming questions
- Present tense of common irregular verbs
- **Gustar** construction
- Present tense of stem-changing verbs
- Verbs with irregular **yo** forms
- Apply diacritical marks

Students who successfully complete the course will be able to achieve the following goals in the basic skill areas listed.

#### Listening

- Perceive all Spanish sounds and distinguish one from another.
- Comprehend ideas expressed within the framework of the vocabulary and grammatical structures presented
- Use cognates and contextual clues to guess at unfamiliar vocabulary

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### Speaking

- Pronounce all the sounds of Spanish with sufficient accuracy to be understood by a sympathetic native speaker of the language.
- Effectively communicate in basic survival situations that require the ability to greet, ask questions, and express basic needs, attitudes and emotions, exchange information, using the vocabulary and structures from the text.

### Reading

- Understand simple authentic Spanish prose on non-technical, high frequency topics.
- Use cognates and contextual clues to guess at unfamiliar vocabulary.
- Demonstrate comprehension by answering questions on reading passages.

### Writing

- Create, in class, without a dictionary or translator, a paragraph or dialog in Spanish on topics covered by the text with sufficient clarity to be understood without difficulty by a native speaker.
- Prepare outside of class, without the use of a translator, a paragraph or dialog in Spanish on any topic covered by the text, without major errors and with sufficient clarity to be understood upon first reading by a native speaker.

### Culture

- Know the Spanish-speaking countries and their locations.
- Demonstrate elementary knowledge of important aspects of culture in the Spanish-speaking world, such as climate and geography, family life, the traditional name system, school and university life, and gestures, and how they differ from life in the U.S.

### Student Contributions

- Students must abide by all rules and regulations of the Technical College of the Lowcountry as well as the rules of common courtesy. Students must not infringe upon the rights of other students to have an environment that is safe and conducive to learning.
- Students must purchase the publisher's website access codes and have access to a print or electronic copy of the text while in class.
- Students must have daily access to a computer, a headset with a microphone and a web camera.
- Students are expected to study Spanish one hour, outside of class time, seven days per week.
- Attendance is critical in this class. Students must complete outside assignments before coming to class and may be required to submit this work at the beginning of class.
- Students will be required to recite in class.
- There may be unannounced quizzes.
- Tests and quizzes must be taken on time. NO makeup tests will be given.
- Late homework is penalized at the rate of 5% per day late.

### Course Evaluation

There will be a test after each chapter. Students will be tested on their mastery of the chapter vocabulary and grammar through the four skills of listening, speaking, reading and writing, as well as their knowledge of culture. Students will also be required to label a map of the Spanish-speaking countries. Lesson tests will be closed book and timed. They will be proctored using the Honor Lock program. NO makeup tests will be given.

Homework 25% of the semester grade.

Lesson tests 50% of semester grade

Final exam 25% of semester grade

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Homework is worth 50% of the semester grade.

TCL's grading scale is:

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

Course Schedule

The class meets for 4.0 lecture/presentation hours per week.

### **STATEMENT OF NON-DISCRIMINATION**

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

### **ADA STATEMENT**

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8219 or (843) 525-8242 during the first ten business days of the academic term.

### **ACADEMIC MISCONDUCT**

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

### **ATTENDANCE**

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** complete an assignment designated by the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

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- In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to contact the instructor via e-mail requesting to be withdrawn from the class.** Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

- Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
- A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

#### **ONLINE ATTENDANCE PROCEDURE**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system (web-advisor) no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

#### **HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp).

## **EMERGENCY TEXT MESSAGE ALERT**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp).

## **GRADING METHODOLOGY**

The final grade must be 70 or more in order to pass the course and progress in the program. Students absent from a test, examination or presentation will receive a “0” grade for the assessment unless other arrangements are made with the individual instructor. If a student knows that s/he will be absent from class prior to the test or presentation day due to circumstances such as jury duty, a pre-arranged appointment with a medical specialist, or similar circumstances, s/he must make arrangements with the instructor before the test/presentation is scheduled to be given. If the student misses an assessment due to illness or serious emergency, the student is responsible for notifying the instructor for the reason of the absence in the form of an e-mail. It is also the responsibility of the student to contact the appropriate instructor in a timely manner to arrange to make up the assessment. Arrangements may be completed by telephone or e-mail. The instructor may require evidence such as a doctor’s excuse, obituary or jury summons to determine the legitimacy of the absence.

If the instructor is not available, a message should be left on the instructor’s e-mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The make-up exam will be scheduled and the instructor will decide the method of examination. Messages sent by other students are unacceptable.

## **SAFETY ADDENDUM**

### **Purpose**

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

### **Definitions**

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

### **Types of Emergencies**

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

### **Procedures:**

#### **Active Shooter**

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

#### **Building Evacuation**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

#### **Campus Evacuation**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

#### **Lockdown**

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance

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4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving