To obtain your iCollege username and password, go to campusid.gsu.edu

CONTACT INFO AND OFFICE HOURS:

INSTRUCTOR: Stephanie Langston
SESSION: FALL 2016
TELEPHONE: (770) 278-1247 (office) (770) 856-0980 (cell)
OFFICE: Newton 1N 2421
EMAIL: slangston2@gsu.edu
OFFICE HOURS: Tues. 12:45 – 2:30 pm and Thurs. 12:45 – 3:00 pm
My other hours are virtual office hours dedicated to my online classes: Tues. 9-11 PM and Thurs. 9-11 PM.
You are welcome to use any of those hours / times.

My email address is above.

For the quickest response, please email through iCollege. You can expect a response within 24 hours M-F. You are also welcome to call my cell phone or send me a text message (770-856-0980). Be sure to include your first and last name when you do. My email address is above.

Instructor's webpage: https://sites.gpc.edu/slangston
iCollege website: icollege.gsu.edu
Homework website: www.vhlcentral.com

PREREQUISITES: Successful completion of Spanish 1002 with a grade of C or higher, or placement into 2001.

COURSE DESCRIPTION:
This course is the first in a two-course sequence at the intermediate level of Spanish. The student continues to increase proficiency in the language, using Spanish as the language of instruction. Emphasis is on oral communication with grammar and vocabulary taught in context and Hispanic culture presented using interactive activities, discussion, multimedia and readings.

CONTENT:
This course will cover chapters 11-14 of the text.

Expected Educational Results:
Upon successful completion of this course, the student will be able to:

1. Communicate effectively, in oral and written form, ideas and information studied at this level
2. Give and receive information by expressing choices, preferences, advice, desires, doubts and opinions through discussions, unscripted conversations, interviews, presentations or in written form
3. Analyze information and assimilate grammar, vocabulary, pronunciation and culture to produce meaningful communication
4. Read, analyze and discuss Spanish text including literary passages, dialogues, narratives, poems, newspaper or electronic media selections, correspondence, etc.
5. Apply critical thinking to interpret, explain and organize information, and draw conclusions
6. Produce, recognize and assess the sound system of the language
7. Gain cultural understanding and appreciation of the Spanish-speaking world through literature, film, or the arts
8. Compare and contrast cultures of the Spanish speaking world to student’s own culture; negotiate meaning within the appropriate sociocultural context
9. Express the value of cross-cultural communication and acquiring foreign language skills beyond the classroom setting
Engagement drives GPC education (EDGE): students of this class will be instructed on cross-cultural and foreign language communication skills which can be readily applied to engage with native speakers beyond the classroom setting.” You will find more about our QEP (Quality Enhancement Plan) here: http://depts.gpc.edu/qep/EDGE%20Flyer_v4.pdf

**ARE YOU IN THE CORRECT LEVEL OF SPANISH?**

If you have taken SPAN 1002 (Elementary Spanish II), you are in the correct level. We have a free placement exam available online to students. If you feel you need to be at a higher level of Spanish and it is still VERY early in the semester, please take it and send your instructor your results. See https://sites.gpc.edu/slangsto. It is not permitted to take two levels of Spanish simultaneously.

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

Please go to the very end of this syllabus for a detailed explanation of what you will need.

**MATERIALS**

**REQUIRED for THIS CLASS**


Custom Student Edition Volume 3 (Loose-Leaf) (Lessons 11-14) + 6-month Supersite Plus (SSP wS&vT)

You may purchase from the Perimeter College bookstore (online warehouse). The correct package does not exist in used form or from other vendors. Please do not purchase from another source without asking your instructor first as most students receive the incorrect package/code and are not able to obtain a refund when they purchase elsewhere. There is NO refund from our bookstores once the shrink-wrap material is opened.

Finally, you will need access to a computer with internet access (hi-speed) to access iCollege and the Supersite (where you will do your assignments and quizzes) with speakers or headphones for this course. You will also need an inexpensive computer mic. Some computers have built-in mics. You may obtain an inexpensive computer mic for about $12 from Walmart or Target.

We use the Vistas 5th edition looseleaf text with access to the Supersite (the portal for the ebook, online activities and online assessments). Note that this is a new edition. A Supersite code that was used for the summer semester for the Vistas 4th edition will not allow access to the new edition in the Supersite. A new purchase will be required.

You only need to purchase the volume that contains the chapters that you need for 2001 (Lec. 11-14) and a code for six months of Supersite. You will have 6 months of access to the Supersite. If you take the next level in sequence (2002), 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. Looseleaf materials may not be resold used (by law) and codes may not be shared or sold to others by their owners (by law).

You will find more information on the course materials and how to obtain them in the “Getting Started” folder in iCollege (Al Empezar). You’ll find instructions on how to set-up your online account to use the Supersite, the portal for the ebook, online assignments, assessments and recordings, in the learning module “Supersite Orientation”.

If you don’t have high-speed internet access at home, use one of the open computer labs on campus (or another computer with high-speed access) to save LOTS of time.

**iCOLLEGE:**

Our iCollege (college-wide course management system) is powered by Desire to Learn. If you have not used iCollege, please go through the new iCollege student orientation so that you will be prepared for how to navigate the course in iCollege. You’ll find it at http://teaching.technology.gsu.edu/tools/brightspace/brightspace-student-support/icollage-student-orientation/
COMMUNICATION WITH INSTRUCTOR:
We will be using iCollege for this course. All important course information will be posted to this course’s iCollege page, including instructions, grades, some tests, review sheets for the midterm and final exam, due dates on the calendar, reminders, withdrawal notifications, etc. It is imperative that you obtain an iCollege username/password if you do not already have one campusid.gsu.edu

It is also important that you log into the iCollege page and check emails/announcements/calendars/updates often. You will not receive emails in the traditional sense; you will have to log into iCollege frequently to check your emails/announcements for this class. If you are not able to gain access, you will need to sign up for a username and password. Use the following link to obtain your username and password and/or to find answers to iCollege questions and troubleshoot. http://technology.gsu.edu/help-center/

RESOURCES FOR SUCCESS IN THE COURSE: Be sure to take advantage of my iCollege reviews (per chapter you will find written reviews, mp3 audio reviews and sometimes video tutorials that I’ve recorded). Also, when I announce a review session in Blackboard Collaborate (free webinar platform through iCollege), do your best to participate. You may either use your computer mic or call in on the phone. If you cannot make the live event, listen to the archived version. Don’t wait until the last minute to get help. Let me know if you are having a problem.

FREE TUTORING: Because it is assumed that you have retained the material from the previous Spanish classes, it is a good idea to review that content before beginning this course. Review those areas that you do not remember well from lecciones (chapters) 1-10. This is especially important if it has been awhile since you have taken a Spanish class. The LTC (Learning and Tutoring Center) offers free tutoring. Most campuses have Spanish tutoring for free. Visit their website for more information. http://depts.gpc.edu/~gpcltc/index.html There is also link in iCollege for this course to Smarthinking, a free online tutoring service. And you may use the following online Spanish tutorial (1001-level) for free: http://www.handsonspanish.com and log-in with username: gpc2009 password: spanish

WITHDRAWAL POLICY:
If you wish to withdraw yourself (if you are not making satisfactory progress in the course), you must do so by the midpoint (Tues. Oct. 11th) to avoid receiving an F or a WF later. Please check for your midpoint average in iCollege. You are responsible for withdrawing yourself (online or in person at Enrollment and Registration Services).

GRADING GUIDELINES AND COMPONENTS:
You’ll find due dates on the calendar in iCollege and at the bottom of the syllabus. Students will be graded on a point system based on 1,000 points:

Quiz over Supersite usage/demo...Take as often as you like until the deadline..........................10
Quiz over syllabus................................Take as often as you like until the deadline.........................10
Lesson Tests (Pruebas) ....4 chapters @ 50 points with lowest/missed quiz grade dropped..........150
Writing Quizzes ......4 chapters @ 30 points with lowest/missed quiz grade dropped......................90
Graded Oral Activities (see below) 4 @ 20 pts (with lowest grade dropped).............................60
Chapter Assignments.......4 @ 100 points with lowest assignment chapter grade dropped...........300

(“Assignments” include all assignments for each lección in the Supersite; details below)

Midterm Exam ............................................mandatory & comprehensive..............................100
Participation in iCollege Discussions...4 @ 10 pts with lowest grade dropped..........................30
Final Project / IPA..................................................................................50
Final Exam.........................................................mandatory & comprehensive...........................200
TOTAL POINTS.........................................................................................................................1,000

**SEE COURSE CALENDAR at the bottom of the syllabus for due dates.

<table>
<thead>
<tr>
<th>GRADING SCALE</th>
<th>900 - 1,000 = A</th>
<th>800 – 899 = B</th>
</tr>
</thead>
<tbody>
<tr>
<td>700 – 799 = C</td>
<td>600 – 699 = D</td>
<td>599 or less = F</td>
</tr>
</tbody>
</table>

**NOTE that a C is required to take the next level of Spanish.
Students are responsible for keeping up with their grades. You will see ALL your grades in College ("grades" tab in red header). Keep record of how many points you earned for each assignment and of how many total points possible there were per assignment. You can then keep a running tally of your points earned. To determine your average at any time, simply divide your point tally by the total possible points at that time to see your grade as a percentage by moving the decimal two places to the right. For example, if I had 440 points out of 500 available, my score would be $440 \div 500 = 0.88$, which would be 88 on a scale of 100.

**ATTENDANCE POLICY PREAMBLE:**
Student’s academic success is the major priority of the College. Regular participation enhances the learning process. Differences in content and teaching styles exist among courses, which can impact students’ learning. Therefore, students are strongly encouraged to participate in all lessons in order to better prepare them for assignments, tests, and other course-related activities.

**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 iCollege calendar). You may drop your one lowest grade of each type. Because of this, make-ups are not allowed (nor is late work). If you miss a writing (escritura) quiz, for example, it will drop as your lowest grade. An exception would be needing to miss an item in a category where no dropped grades are allowed (such as the midterm or final project, etc.). However, this should not be a problem as a range of dates is provided for such things. If it is an issue and if you can provide written documentation for a valid excuse (medical, funeral, legal, religious or school-related), you will be allowed to make-up such an item. Contact me for scheduling. You are responsible for checking iCollege 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 Blackboard Collaborate (multiple options for participation).

**Extra credit:** Many opportunities will be given throughout the semester (posted on iCollege). They will count as points towards your total average. You may earn up to 30 points of extra credit (on the 1,000 point scale).

**SUPERSITE USAGE QUIZ** – This quiz is mandatory for all. The Supersite Demo Quiz is on iCollege. You may take it from any computer and you may retake it until the deadline (see bottom of this syllabus for deadlines).

**SYLLABUS QUIZ** – This quiz is mandatory for all. The Syllabus Quiz is on iCollege. You may take it from any computer and you may retake it until the deadline (see bottom of this syllabus for deadlines).

**FINAL PROJECT / IPA (Integraded Proficiency Assessment):** Details will be given in advance via iCollege.

**TESTING:**
All tests (chapter quizzes and exams) will be done online and on your own from a computer of your choosing.

**QUizzes (Lesson Test/Quiz and Writing Quiz)** -- Each chapter has an end-of-lesson quiz, “Prueba” (an objective quiz over grammar and vocabulary) and an "escritura quiz" (a brief subjective quiz in which you write answers to questions or write a composition of a paragraph in length or both). Quizzes are graded for accuracy (grammatical, spelling, accents, etc.) Each student may drop his or her lowest score on each type of quiz (lesson quiz and escritura as they may be from different chapters). A student may drop his/her lowest quiz score only if he/she has taken all four of that type of quiz. If a quiz is missed, it will automatically be dropped. This means a student can miss one (of each type of) quiz (one lesson test/quiz, and one escritura); however, the student will not be able to drop another. Also, because one missed quiz is allowed, there are no make-up quizzes. Any quiz missed over one results in a zero that remains in the average. 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 to take the quizzes and you may take them at any time (day or night/weekday or weekend) during that period.

**Preparation notes:** I’ll post review notes on the homepage of iCollege for each chapter’s quizzes. There are also audio review files (most in mp3 format which can be played on iCollege, downloaded to your computer and/or to your ipod). It is imperative that you review these before taking any of the quizzes for a chapter in order to best understand concepts.

The quizzes are open book/open notes, but are timed and graded for accuracy. This means that you have the resources at your disposal to help you, but due to time constraints, if you do not study in advance, you
using a foreign language depends upon your 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 me and contact tech support at 1-800-248-2813.

Each chapter allows 80 points for quizzes (50 for the lesson quiz/Prueba and 30 for the escritura quiz). Both are in the Supersite.

THE LESSON TEST/QUIZ / PRUEBA: (chapter quiz online via the Supersite (at www.vhlcentral.com) for each chapter)
You’ll see this quiz or “Prueba / Lesson Test” show in your dashboard listed by the due date (will show “quiz” and time due) AND you can also access it in the Supersite calendar. You should complete ALL contextos and estructura sections (tutorials and assignments) and study the content before taking the lesson quiz/Prueba. You will be allowed 45 minutes for the Lesson Quiz. Use the floating accent toolbar for fill-in-the-blank sections when necessary. Be sure to study the grammar review notes for each lesson in the iCollege module(s). Be sure to read the instructions carefully for each section of the quiz. You only have one attempt for this quiz.

THE ESCRITURA (WRITING) QUIZ: (chapter quiz online via the Supersite (at www.vhlcentral.com) for each chapter);
This quiz will show in the Supersite Calendar as “Prueba” on the due date listed (at the bottom of the quiz). It should also show as the last item in the assignments set for its due date. This will consist of a few questions in Spanish to which you’ll need to give complete sentence answers and/or a short composition or dialogue. You will only be given one timed attempt. When you see “Prueba de Estructura” in the title you will know that you have entered it correctly. Complete it within 25 minutes. 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. Note that the final project will consist of a written portion. This part of the project will double as your Lec. 14 writing quiz grade. There will not be a separate writing quiz for Lec. 14.

PARTICIPATION IN ICOLLEGE DISCUSSIONS (WRITTEN):
For each topic, 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 and that you address the topic). Your one lowest discussion grade drops.

MIDTERM EXAM: The midterm exam is comprehensive (over first two chapters) and mandatory. Your assignment completion will prepare you for it. It is not a chapter quiz and cannot be dropped. If you miss it, you will receive a zero. A review sheet will be posted on iCollege. You will take it on iCollege by the deadline (see bottom of syllabus). No make-ups are allowed. You are allowed one attempt and you must complete the attempt in the same sitting in which you begin it. It will only be available during the dates listed on the calendar.

FINAL EXAM: The final exam is comprehensive (over all four chapters) and mandatory. Your assignment completion will prepare you for it. It is not a chapter quiz and cannot be dropped. If you miss it, you will receive a zero. A review sheet will be posted on iCollege. You will take it on iCollege by the deadline (see bottom of syllabus). No make-ups are allowed. You are allowed one attempt and you must complete the attempt in the same sitting in which you begin it. It will only be available during the dates listed on the calendar.

YOU ARE RESPONSIBLE FOR TAKING ALL TESTS AND COMPLETING ALL ASSIGNMENTS ON-TIME ACCORDING TO THE CALENDAR in ICOLLEGE (also, see bottom of syllabus).

Instructions on getting set-up to do assignments in the Supersite and on using the Supersite are in the first learning module (“Supersite Orientation”) in iCollege. PLEASE GO THROUGH THE SUPERSITE ORIENTATION MODULE BEFORE BEGINNING WORK IN THE SUPERSITE. This module will walk you through the set-up and give you an orientation of how the Supersite is organized and how you should use it.

If you experience technical difficulties while in the Supersite, you’ll need to contact tech support:
ASSIGNMENTS:

A student must complete online assignments by the deadlines. All of these assignments are to be done online at www.vhlcentral.com. You will see these activities display next to their due dates in your student dashboard. Simply click “start” and you will be taken through the assignments in the appropriate order and be shown teaching tutorials first. This website requires certain computer settings, browser settings/versions, etc. See the end of the syllabus for details. Late assignments will NOT be accepted (no exceptions). I will drop your lowest chapter of homework. DO NOT SAVE THE SET OF ACTIVITIES FOR THE DUE DATE. There are too many to complete in one day. It is your responsibility to pace yourself and work incrementally. It is also best for foreign language retention to work a little each day. There will be a time estimate for each due date. This is an average. Some students will need more time and some less.

You will be allowed four attempts to complete each homework assignment (with the exception of true/false activities and those that are open-ended). Some offer full credit for completion (Credit HW) and some are graded for accuracy (Graded HW). Both kinds are included in your assignments grade. You can view the Calendar in the Supersite to see which are which.

The system will give you guided feedback on fill-in-the-blank responses. It will show you which portions of your answer are incorrect in order to help you improve your score at each attempt. Assignments are due by 11:59pm on their due date. If your own computer is not functioning, you may use an open computer lab for free at any campus. Personal computer failure/internet trouble is not considered a valid excuse for not having the assignments completed on time; DO NOT WAIT UNTIL THE EVENING THEY ARE DUE. Remember that high-speed access is suggested for the websites we use.

You’ll have 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 face-to-face course. 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? You will see due dates next to any assignments due. This displays in the dashboard (red start button), in the Supersite Calendar, and also in the “Activities” area of the Content tab.

GRADED ORAL ACTIVITIES:

This is the area where most online students feel they suffer the most due to lack of oral communication in a face-to-face classroom with other students. This is why I need to hear you in a real-time (synchronous) conversation for some of these.

There will be one graded oral activity per chapter. Your lowest grade will drop, so you may miss one of these (or drop your lowest grade if you do them all).

One is an individual recording activity in the Supersite (Lec. 11). One is a synchronous class discussion via Blackboard Collaborate (Lec. 12). Two are oral partner chat activities (Lec. 13 and 14) in the Supersite. See below for details.

Graded Individual Oral Activity (Lec. 11)

Lec. 11 will have an individual oral recording for the graded oral activity.

This will be an individual recording submitted on your own (you choose the date and time as long as it is submitted by the deadline) within the Supersite. It will be the “Repaso Oral” and will show as a “Graded HW” assignment. I will
chance to practice your pronunciation and make improvements. It is very important to review this feedback. This will help you to prepare for the group discussion and partner chat activities.

*Note that there will be several individual oral recordings as homework assignments for every lesson that will be graded only on effort and completion. However, there will be one for Lec. 11 that will be utilized for a graded oral activity (where you will be graded on your oral proficiency).

**Graded Oral Discussion – Synchronous Class Discussion (Lec. 12)**
Lec. 12 will have a graded oral discussion for the graded oral activity. Times and dates are listed at the end of this syllabus in the calendar area.

We will use the Blackboard Collaborate virtual classroom (webinar platform) in iCollege to have a synchronous (real-time) conversation 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. At the end of the Lec. 12 discussions, I'll leave the Collaborate classroom open so that students can find a partner for the last two oral activities (13 and 14 partner chats in the Supersite).

Here’s how it works. I will offer one evening session (on a weekday night) and one weekend daytime session. You may pick the day/time that works best with your schedule for each. You do not need to let me know in advance; simply join the session by going to the homepage of iCollege and entering the Blackboard Collaborate virtual classroom (instructions to follow in iCollege before first one with an option to simply “call in” if you are unable to “join” the room). 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.** In other words, you cannot listen to the first session and choose to participate in a later session.

I will pre-select a conversation topic and send it to students via iCollege email before the first of the sessions. You can prepare most of what you will say 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 iCollege under “My grades.”**

**Graded Partner Chat Activity (Lec. 13)**
There will be a partner chat activity for Lec. 13. This activity is located in the Supersite. You will work with one other person from the class in order to record a conversation in real-time together. You may schedule it with that one other person. Be sure to schedule in advance. I’ll have a written discussion topic so that you can share your availability with the class. Also, at the end of the Lec.12 oral discussion sessions, I’ll help facilitate partnering for the next two lessons.

For this activity, you will need a mic and high-speed internet access. You may use a laptop, PC or an ipad (may not function with Android tablets). Do not use your smartphone to submit.

The activity will provide instructions and a conversational scenario. You will open the activity and find your pre-selected partners name from the list and select it in order to begin. You may prepare first by text chatting, audio chatting and/or video chatting inside of the activity. Once you are ready to record, you may use just audio or webcam video and audio in order to record the activity together. You’ll both press “submit.” I’ll provide individual audio feedback to each and each student is graded separately (according to individual pronunciation and grammar structures).

**Graded Oral Activity (Lec. 14) / Oral Portion of Final Project**
The final project will consist of an oral portion. This part of the project will double as your Lec. 14 oral graded activity grade. **There will not be a separate oral graded activity for Lec. 14.** It will be your choice to either submit this as a partner chat in the Supersite or to join a Blackboard Collaborate session.
UNIVERSITY POLICIES:

For a complete listing of the college policies, please visit: [http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/](http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/)

ATTENDANCE: A student must log in to iCollege within the No Show Attendance period. It is STRONGLY RECOMMENDED that students log in to iCollege the first day of class so as not to miss any important announcements. If you do not log-in during this period, you will be dropped from class as a “No Show.” If you cannot access iCollege, notify your instructor immediately so that you are not dropped from the class.

COLLEGE POLICY ON CHEATING AND ACADEMIC 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 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. Having another person submit work on your behalf is also academically dishonest. 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 following link below for more information: [http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#academic-honesty](http://catalog.gsu.edu/undergraduate20152016/university-academic-regulations/#academic-honesty)

AMERICANS WITH DISABILITIES ACT: If you are a student who is disabled as defined under the Americans with Disabilities Act and requires assistance or support services, please seek assistance through the Office of Disability Services. A counselor will coordinate those 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. Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought. [http://disability.gsu.edu/perimeter-campuses/](http://disability.gsu.edu/perimeter-campuses/)

EQUAL OPPORTUNITY STATEMENT No person shall, on the basis of age, race, religion, color, gender, sexual orientation, national origin or disability, be excluded from participation in, or be denied benefits of, or be subjected to discrimination under any program or activity of Perimeter College of Georgia State University.

AFFIRMATIVE ACTION STATEMENT Perimeter College of Georgia State University adheres to affirmative action policies designed to promote diversity and equal opportunity for all faculty and students.

DISCRIMINATORY AND SEXUAL HARASSMENT — In an effort to foster a community in which there can be a free and open development and discussion of ideas, Georgia State University is committed to maintaining a working and learning environment free of discriminatory and sexual harassment. Georgia State University has adopted policies and procedures concerning such forms of harassment that may be obtained from the Office of Opportunity Development/Diversity Education Planning, the Ombudsperson, or Dean of Students. In addition to the procedures outlined in these policies and procedures, a person alleging an instance of discriminatory or sexual harassment may file a complaint with the Office of Opportunity Development/Diversity Education Planning, the Ombudsperson, the Dean of Students, the respective college administrative unit and the appropriate state or federal agencies. Students can file complaints of sex discrimination with the Title IX coordinator, Linda J. Nelson, Assistant Vice President for Opportunity Development/Diversity Education Planning, in person at 460 Ten Park Place, by email at afaljn@langate.gsu.edu, by telephone at 404-413-3300 or by fax at 404-413-2560.

NETWORK USE POLICY: Please read information found at the links below concerning your rights, responsibilities, and restrictions regarding use of the college network: [https://app.gsu.edu/policies/index.cfm?view_policy=5878](https://app.gsu.edu/policies/index.cfm?view_policy=5878) [https://app.gsu.edu/policies/index.cfm?view_policy=5854](https://app.gsu.edu/policies/index.cfm?view_policy=5854) [https://app.gsu.edu/policies/index.cfm?view_policy=5875](https://app.gsu.edu/policies/index.cfm?view_policy=5875) [https://app.gsu.edu/policies/index.cfm?view_policy=5877](https://app.gsu.edu/policies/index.cfm?view_policy=5877)
TECHNICAL REQUIREMENTS, TECH SUPPORT AND COMPUTER EXPERIENCE:
For this class you will need to have the following computer experience: using a word processing program, navigating web browsers and websites, using iCollege (at icollege.gsu.edu) and using SUPERSITE (at www.vhlcentral.com). You will find the online orientation to iCollege at the link below. It is vital that you do this orientation if this is your first time using iCollege.
http://teaching.technology.gsu.edu/tools/brightspace/brightspace-student-support/icollege-student-orientation/

Also, you should check your browser at:
http://www.usg.edu/usgweb/d2lchecker/

Should you have technical difficulties with iCollege during this course, please visit:
http://technology.gsu.edu/help-center/

You will also need to become familiar with using 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:
www.support.vhlcentral.com or call 1-800-248-2813

If you experience computer problems that are not related to either iCollege 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 icollege.gsu.edu and www.vhlcentral.com). You may use the campus open computer labs (or language labs on the Dunwoody and Clarkston campuses). Keep in mind that you will need to bring a headset for listening activities so as not to disturb others in the lab (the same is recommended for 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, an inexpensive computer microphone (either built-in or purchased separately for around $10). 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.

INTERNET ACCESS
• High-speed Connection (256 Kbps) recommended

OPERATING SYSTEM AND BROWSERS

WINDOWS 98, NT, 2000, ME, XP, and Vista
• Internet Explorer 6.0 or higher
• Firefox 1.0.7 or higher
• Cookies must be enabled
• Java must be installed & enabled

MAC OS X (10+)

• Firefox 1.0 or higher
• Safari 1.2 x or higher
• Cookies must be enabled
• Java must be installed & enabled

MAC OS 9 (Classic Mode)

• Internet Explorer 5.1
• Mozilla 1.0 or higher
• Cookies must be enabled
• Java must be enabled & enabled

BROWSER SETTINGS

• Adjust Pop-up Blockers to allow pop-ups from www.vhlcentral.com
• Cookies must be enabled
• JavaScript must be enabled

COURSE CALENDAR (IMPORTANT DATES): iCollege course calendar will have these dates, too.

Complete all assignments/quizzes/oral activities and take all exams by dates listed on calendar below:
The deadlines are just that. You may (and are encouraged to) submit the assignments earlier; do not wait until the last couple of days to begin work, as there are many assignments. The course syllabus provides a general plan for the course; deviations may be necessary. If I need to change any of these dates, you will be notified in iCollege and the calendar will be updated.

You have until 11:59pm the evening of the due dates listed below to have all work completed. Please see the Supersite for the current lesson to see individual due dates for assignments for that lesson.

SYLLABUS QUIZ on iCollege: Thurs. Aug. 25th
SUPERSITE USAGE QUIZ on iCollege: Thurs. Aug. 25th

LECCIÓN 11 / CHAPTER 11:

Thurs. Sept. 1st  Assignments in the SUPERSITE will be due on this date.

Mon. Sept. 5th - The college is closed for Labor Day. No assignments are due.

Thurs. Sept. 8th  Assignments in the SUPERSITE and the Escritura (writing) quiz in the Supersite will be due.

Thurs. Sept. 15th  Assignments at SUPERSITE, Prueba (lesson test) in the SUPERSITE and the written discussion in iCollege will be due on this date.
The oral graded activity ("Repaso Oral") from the Supersite will be due on this date, also. It is the last graded hw activity showing for this date. It can also be found by going to “Content” > “Activities” > “Repaso” > Repaso Oral.
LECCIÓN 12 / CHAPTER 12:

Thurs. Sept. 22nd Assignments in the SUPERSITE will be due on this date.

Thurs. Sept. 29th Assignments in the SUPERSITE will be due on this date and the Escritura (writing) quiz in the Supersite will be due on this date.

Sun. Oct. 2nd at 8:30 pm – An optional review session for the midterm exam will be held in Blackboard Collaborate (it will be archived for those unable to participate in the review session).

Thurs. Oct. 6th Assignments at SUPERSITE, Prueba (lesson test) in the SUPERSITE and the written discussion in iCollege will be due on this date.

MIDTERM EXAM: Take on iCollege during the period of Fri. Oct. 7th – Sun. Oct. 9th. Please note that iCollege will be unavailable from 10pm Friday evening until 7am Sat. morning for maintenance. If you take the exam Friday, be sure to complete and submit before 10pm. It is due by 11:59pm Sunday night. The midterm exam covers chapters 11 and 12. A review sheet will be provided via iCollege and a review session held Check iCollege Mon. Oct. 10th for your midpoint average.

WITHDRAWAL DEADLINE / MIDPOINT: Tues. Oct. 11th

Wed. Oct. 12th at 8:30 PM Second option for oral graded activity via Blackboard Collaborate in iCollege (oral discussion graded for proficiency). You may EITHER participate on this date/time or Sun. Oct. 16th (see below).

Sun. Oct. 16th at 4:30 PM First option for oral graded activity via Blackboard Collaborate in iCollege (oral discussion graded for proficiency). You may EITHER participate on this date/time or Oct. 12th (see above).

LECCIÓN 13 / CHAPTER 13:

Thurs. Oct. 20th Assignments in the SUPERSITE will be due on this date.

Thurs. Oct. 27th Assignments in the SUPERSITE will be due on this date and the Escritura (writing) quiz (Supersite).

Thurs. Nov. 3rd Assignments at SUPERSITE, Prueba (lesson test) in the SUPERSITE and the written discussion in iCollege will be due on this date.
The oral graded activity (Partner Chat) from the Supersite will be due on this date, also. See iCollege email for details.

LECCIÓN 14 / CHAPTER 14:

Thurs. Nov. 10th Assignments in the SUPERSITE will be due on this date.

Thurs. Nov. 17th Assignments in the SUPERSITE will be due on this date and the Escritura (writing) quiz in the Supersite.

Mon. Nov. 21st – Fri. Nov. 25th - The college is closed for Thanksgiving break. Nothing is due. You may work on Lec. 14, your final project and / or study for the final exam.

Mon. Nov. 28th at 8:30 PM - We will use Blackboard Collaborate in iCollege to conduct a final exam review session. You may participate live or watch the recorded session.

(CONTINUED...)
Tues. Nov. 29th by 11:59pm – Final Project Due– Details will be emailed in advance through iCollege.

Wed. Nov. 30th at 9:00 PM – Final Project Blackboard Session for those who are opting to not submit the oral portion of the final project as a partner chat in the Supersite.

Thurs. Dec. 1st Assignments at SUPERSITE, Prueba (lesson test) in the SUPERSITE, and the written discussion in iCollege will be due on this date.

FINAL EXAM: Take on icollege during the period of Sat. Dec. 3rd – Wed. Dec. 7th. The final exam covers chapters 11-14. A review sheet will be provided via iCollege and a review session recorded.

Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation.