SYLLABUS - METROPOLITAN COMMUNITY COLLEGE

Course Identification

Title: Spanish for Healthcare Professionals I
Course Section: SPAN 1060 WW
Academic Year/Quarter: Spring 2012
Credit Hours: 4.5
Date Class Begins: March 8, 2012
Date Class Ends: May 23, 2012
Class census date: March 21, 2012
Last Date to Drop Class: May 9, 2012
Meeting Days/Time: N/A
Delivery Type: Online
Location of Class: N/A
MCC Spanish Web Address: http://faculty.mccneb.edu/kaclarke1
Dates Class Does Not Meet: N/A

*Automatic Disenrollment from Online Classes:* Online students’ logins are tracked in the College’s administrative software. Online students who have not logged into any of their classes in Angel before and through the Section Census Date are automatically WX’d from classes. Note: If a student taking two or more online or hybrid classes has logged into at least one of the classes, the software will not WX the student from any of the student’s online classes.

Contact Information

Instructor’s Name: Karina A. Clarke
Metro Office Location: Fort Omaha Campus, Building #10, Office 222C
Office Telephone: 402-457-2367
Office Fax: 402-457-2833
Text/SMS: 402-468-8353
E-Mail Address: kaclarke1@mccneb.edu
Alternate E-mail: metrospanclarke@gmail.com
Office Hours: Monday & Wednesday 11:00 to 14:00
Academic Program Area: Languages and Visual Arts
Academic Dean & Contact: Tom McDonnell, 402-289-1306, EVC

Course Information

Course Web Address: http://angel.mccneb.edu
Additional Course Web Address: http://pegasus2.pearsoned.com/Pegasus/frmLogin.aspx?s=3
Password Center: https://www.mccneb.edu/password/
Course E-mail address: Angel e-mail, My Spanish Lab Email

1. **Course Description:** The first of two sequential courses that comprise a first year Spanish College course with a particular focus on medical situations and terms. Students learn basic skills in comprehension, speaking, listening, reading, writing and vocabulary within a healthcare context as in the course description as it appears in the college catalog. It is also available from your Academic Dean's office.

2. **Course Prerequisites:** None, however, we strongly recommend that the student take SPAN 1110, Elementary Spanish I, have College level reading and writing skills, as well as be computer literate prior to enrolling in this course.
3. **Course Objectives:** Upon completion of the course, the student will be able to demonstrate an elementary level of language proficiency in audio and oral skills, reading and writing, and awareness of Hispanic culture and history in several Spanish speaking countries. The student will
   - Use basic Spanish vocabulary.
   - Respond orally or in writing to elementary questions in Spanish.
   - Understand elementary written passages in Spanish.
   - Recognize and use many regular, irregular and stem-changing indicative tense verbs both orally and in writing, as well as commands, comparisons, and contrasting SER and ESTAR.

4. **Required Materials:** *Spanish for Health Care, 2/E* Patricia Rush, Ventura College  
   Patricia Houston, Pima Community College
   - *My Spanish Lab for Spanish for Healthcare ACCESS CODE (You must PURCHASE this code)*
   - *You can buy 6-month access for about $55.00 online at www.myspanishlab.com*
   - *My Spanish Lab COURSE CODE: CRSCD4P-826724 (This code is for ENROLLING in the course)*
   - Reliable computer with built-in microphone OR Headset Microphone for recording oral activities

5. **Optional Materials:** *You are welcome to purchase the hard copy of the textbook, but it is not a requirement. The ACCESS CODE you need to purchase comes with an eTextbook (virtual textbook) included, so there is no need to buy an actual book. It will also help when trying to budget for this class. If you are on financial aid and need to purchase through the bookstore, you should only purchase the ACCESS CODE; the book is NOT a requirement.*

6. **For assistance with Arriba/My Spanish Lab,** either call Pearson Support number: 1-800-677-6337 or visit the Customer Technical Support website at [http://247pearsoned.custhelp.com](http://247pearsoned.custhelp.com).
   - Search frequently asked questions.
   - Ask a Question and receive a detailed response, monitored 24/7.
   - Chat online with a live representative.

7. **The General Education Competencies assessed in this course:** Communication & Social Cultural Awareness

8. **Course Structure:** The course is comprised of 6 modules to be completed over the course of about 11 weeks, not including the final exam. You will be turning in TWO MODULE TESTS at each of the three (3) due dates.

9. **Due dates are as follows:**
   - **Module A & B TESTS (Lecciones PC & 1): available March 8, 2012 to March 26, 2012**
     - Workbook Activities, Textbook Activities, Listening Activities, Discussion Activity & Module A Test
     - Workbook Activities, Textbook Activities, Listening Activities, Discussion Activity & Module B Test
   - **Module C & D TESTS (Lección 2 & 3): available March 27, 2012 to April 30, 2012**
     - Workbook Activities, Textbook Activities, Listening Activities, Discussion Activity & Module C Test
     - Workbook Activities, Textbook Activities, Listening Activities, Discussion Activity & Module D Test
   - **Module E TEST (Lección 4 & 5): available May 1, 2012 to May 22, 2012**
     - Workbook Activities, Textbook Activities, Listening Activities, Discussion Activity & Module E Test
     - Workbook Activities, Textbook Activities, Listening Activities, Discussion Activity & Module F Test
   - **Final Exam: available May 16, 2012 to May 23, 2012** - Comprehensive Final Exam completion

**IN OTHER WORDS:** *All activities are available from March 8, 2012 to May 22, 2012 - MINUS ONE DAY! (Which is basically the entire quarter). EVERYTHING except the final exam is due the DAY BEFORE the quarter ends.*

10. **Response Time:** During the week (Monday – Friday) your instructor will respond to you within 24-48 hours. The BEST way to contact me is by text message *(402-468-8353)* and I usually respond right away between 9:00 a.m. and 10:00 p.m. daily. Whatever issues you might have I will try to address them in the same day that you bring them to my attention. If you only have email you can expect a response within 24-48 hours as stated above- and I encourage the use of this address *(metrospanclarke@gmail.com)* to contact me as I can access it from my mobile phone (I don't have that option with Angel email).
11. Minimum Technical Skills:
- use email with attachments
- save files to and retrieve from a local drive
- save files in commonly used word processing program formats
- copy and paste
- identify and use a compatible web browser
- identify and install necessary updates
- install and use course-specific software programs
- manage multiple logins and passwords for course related sites

12. Technology Support:
- If you have difficulty connecting to the Internet call your Internet Provider.
- If you are having trouble connecting to the course first refer to your Troubleshooting FAQ.
- If you are unable to solve the problem call Metro Online Support:
  - Erik Peterson (402) 457-2769 or espeterson2@mccneb.edu
  - Curtis Bryant (402) 457-2853 or cebryant@mccneb.edu
  - Chuck Davis (402) 457-2866 or cwdavis@mccneb.edu

13. Course Assessment
- Timely completion of MSL work; Weekly access to MSL to complete activities quizzes and tests.
- Regular access to Angel; check Angel at least once a week. Checking e-mail and responding to e-mails from the instructor.
- Regular and prompt posting to Angel Discussion Board and Angel Dialogue Boards
- Timely completion of Listening Activities and Call-in Oral Assignments
- Timely completion of Chapter Tests and Final Exam on www.MSL.com.
- Practice Quizzes, some Textbook Activities, some Chapter Tests and the Final Exam are automatically graded. Dialogue Board Participation is on a credit/non-credit basis, Discussion Board Submissions will be given a point grade. Speaking (call-in only) will receive point grades as well as a rating on a rubric.

14. Grading Policy
- **My Spanish Lab** Textbook & Workbook – 45%
- **My Spanish Lab** Discussion Post 5%
- **My Spanish Lab** - Module Tests – 25%
- **My Spanish Lab** - Final Exam – 25%

  A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F < 60%; FX = failure due to excessive absences

  *Final grades, grades for tests, the final exam, MSL homework and class participation will not be scaled or curved.

15. Speaking Activity Rubric
- *Information conveyed - you used the appropriate vocabulary and grammatical functions necessary to communicate with appropriate responses and elaboration:
- *Vocabulary- you used an array of vocabulary in an accurate manner:
- *Grammar- you used grammar functions accurately and demonstrated control of language structures:
- *Pronunciation- Your pronunciation and intonation sound natural and enhance communication:
- *Fluency- you spoke clearly and continuously without hesitation and few pauses in speech:
- Total out of 25 points:
  - *Rating based on a scale of 0(Poor) to 5(Excellent)

16. Maintenance of Student Records
a. **Student grades** will be updated within 7-10 days of completion of each chapter and students will receive a final grade.

b. **Student grades** will be recorded in *My Spanish Lab*; after the quarter ends final grades will be entered in *WebAdvisor* and student work will be saved in a .csv file for at least 6 months.

c. Grade books/spreadsheets will be kept by the instructor for a minimum of one (1) year.

d. The Course Coordinator will keep final exams for one (1) year.

17. **Assessment of Student Learning Program:** Metropolitan Community College is committed to continuous improvement of teaching and learning. You may be asked to help us to accomplish this objective. For example, you may be asked to respond to surveys or questionnaires. In other cases, tests or assignments you are required to do for this course may be shared with faculty and used for assessment purposes.

18. **Use of Student Work:** By enrolling in classes offered by Metropolitan Community College, the student gives the College license to mark on, modify, and retain the work as may be required by the process of instruction, as described in the course syllabus. The institution shall not have the right to use the work in any other manner without the written consent of the student(s).

19. **Note about transfer credit:** Students who are expecting to transfer this course to another institution should understand that it is the student’s responsibility, and not that of the instructor, to understand and adhere to the transfer guidelines of the “transfer to” institution. It is strongly suggested the student educate themselves about these guidelines and adhere to them to insure that the class will transfer upon completion of the course.

20. **Note about financial aid requirements:** Students who are taking this class using financial aid should understand that it is the student’s responsibility, and not that of the instructor, to understand and adhere to the financial aid guidelines pertaining to grades and GPA. It is strongly suggested the student educate themselves about these guidelines and adhere to them to insure that there are no issues that will affect subsequent financial aid eligibility. The instructor has no involvement with the Financial Aid office.

21. **Communication Expectations:** When you communicate with others in this course, you must follow the Student Code of Conduct ([http://www.mccneb.edu/catalog/studentinformation.asp](http://www.mccneb.edu/catalog/studentinformation.asp)), which calls for responsible and cooperative behavior. Please think critically, ask questions, and challenge ideas, but also show respect for the opinions of others, respond to them politely, and maintain the confidentiality of thoughts expressed in the class. You may also wish to review information at [http://www.albion.com/netiquette/.html](http://www.albion.com/netiquette/.html).

22. **Academic Honesty:** Students are reminded that materials they use as sources for class work may be subject to copyright protection. Additional information about copyright is provided on the library website at [http://www.mccneb.edu/library](http://www.mccneb.edu/library) or by your instructor. In response to incidents of student dishonesty (cheating, plagiarism, illegal peer-to-peer file sharing, etc.), the College imposes specific actions that may include receiving a failing grade on a test, failure in the course, suspension from the College, or dismissal from the College. Disciplinary procedures are available in the Advising/Counseling Centers or at [http://www.mccneb.edu/procedures/V-4_Student_Conduct_and_Discipline.pdf](http://www.mccneb.edu/procedures/V-4_Student_Conduct_and_Discipline.pdf).

23. **Student Withdrawal:** If you cannot participate in and complete this course, you should officially withdraw by calling Central Registration at 402-457-5231 or 1-800-228-9553. You may also withdraw from the course using *WebAdvisor*. Failure to officially withdraw will result in either an attendance-related failure (FX) or failing (F) grade. The last date to withdraw is noted in the **Course Identification** section of this syllabus.

### Support and Important Information for Students

24. **For assistance with MCC student email, passwords, and most other MCC technology,** contact the Help Desk at 457-2900 or [mcchelpdesk@mccneb.edu](mailto:mcchelpdesk@mccneb.edu) By using the information technology systems at MCC (including the computer systems and phones), you acknowledge and consent to the conditions of use as set forth in the Metropolitan Community College Procedures Memorandum on Acceptable Use of Information Technology and Resources. It is your responsibility as a student to be familiar with these procedures.

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25. **For Learning Support**, the Academic Resource Centers (ARCs), Math Centers, and Writing Centers offer friendly, supportive learning environments that can help students achieve educational success. Staff members in these centers provide free drop-in assistance with basic computing, reading, math, and writing skills. Self-paced, computer-assisted instructional support in reading, vocabulary, typing, English as a Second Language, and online course orientation is also available. Detailed information about the Academic Resource, Math, and Writing Centers is in the Student Handbook, College Catalog, and online at [http://www.mccneb.edu/arc/](http://www.mccneb.edu/arc/).

26. **College Policies:** College policies, such as student rights and responsibilities, academic standards, plagiarism, and etc. are outlined in the College Catalog and Student Handbook. This information can be accessed via the online catalog at [http://www.mccneb.edu/academics/catalog.asp](http://www.mccneb.edu/academics/catalog.asp).

27. **Student Code Of Conduct:** The College has a standard code of conduct that involves consequences for specific academic and non-academic behavior that may result in a failing grade, probation, or suspension from the college. More complete information about the code of conduct is located in the Student Services portion of the online catalog ([http://www.mccneb.edu/catalog/studentinformation.asp](http://www.mccneb.edu/catalog/studentinformation.asp)).

28. **Accommodations For Students With Disabilities:** Metropolitan Community College will provide reasonable accommodations for persons with documented qualifying disabilities. It is the student’s responsibility to request accommodations from Disability Support Services (DSS) located in each Student Services Office. After students have arranged for accommodations with DSS, the student and instructor should privately discuss these accommodations. For further information, please contact DSS or visit [http://www.mccneb.edu/dss/](http://www.mccneb.edu/dss/).

29. **Notice:** This syllabus is written as an expectation of class topics, learning activities, and expected learning outcomes. However, the instructor reserves the right to make changes in this schedule that may result in enhanced or more effective learning for students. These modifications will not substantially change the intent or objectives of this course and will be done within the policies and guidelines of Metropolitan Community College.

30. Other pertinent college policies are posted on the CDS website: [www.mccneb.edu/cds](http://www.mccneb.edu/cds)

**Required Expectations for the Student**

29. The student is expected to log into the course on a daily-basis to...
   a. Review lectures in Angel
   b. Complete homework and assessments in My Spanish Lab
   c. The students are expected to electronically record all oral assignments they encounter in My Spanish Lab

30. This course is extremely structured and is meant to follow a set rigor and rhythm; students are expected to adhere to the structure of the course

31. **Spanish Course:** Students are expected to use only Spanish in the written communication/activities for the course, unless otherwise explained.

32. **Respectful Environment:** Students are advised that this Spanish for Healthcare class should be considered not only a classroom environment, but also a place of business. Only the utmost professionalism and courtesy should be extended to all participants. Students should respectfully interact with each other and the instructor and avoid discussing topics/ideas un-related to the course.

33. **Late Assignments:** All assignments and assessments have a clearly stated due date in the My Spanish Lab calendar. Most every aspect of this course will have a feature, which will deactivate the item after the due date. These dates are firm and will not change.

34. **Make-up Work:** Students will only be allowed to make-up work at the discretion from the instructor.
35. Final Exam Completion: Taking and completing the final is a requirement of the course. The Final Exam is a requirement for the course and will be taken on the date listed on the syllabus. If the student does not take and complete the Final Exam, the instructor WILL count a “0” for the Final Exam grade and then the instructor WILL deduct one (1) letter grade from the student’s final average. No exceptions.

36. Online Class “Attendance” Policy
   a. Students who have no activity in the course up to and including the Section Census Date published in the Class Schedule at www.mccneb.edu/schedule/default.asp may be disenrolled from the class. There is no appeal for this disenrollment. See WX and FX procedures below for more information.
   b. Regular activity in Angel and MSL are requirements for this course and are also a gauge of attendance. If a student has not shown sufficient activity in the first two (and subsequent) module, as well as demonstrate success in accessing and completing the assigned activities for assigned modules the student will receive either a final grade mark of FX, indicating an absence-related failure, or a failing (F) grade.
   c. MCC no longer uses an IW (and instructors must not deny online students access to the ANGEL course), but uses WX and FX to address attendance-related withdrawal and failure. Policy statements are posted on the Faculty and Staff Resource Center at http://www.mccneb.edu/facultyandstaff3resourcecenter.asp

37. Class attendance will be measured using these guidelines:
   a. Logging onto Angel at least once a week to retrieve information regarding the class (i.e. access lessons, e-mail the instructor, access MSL activities, etc.)
   b. Your access and logins into Angel are recorded and can be used as information to justify a WX or FX action from the instructor.
   c. Logging into MSL and completing work in MSL. Attempts to do work in MSL yet leaving work incomplete will be considered partial participation and can also be considered non-participation.
   d. Active access to Angel and MSL prior to class census date: If a student has not shown active access to MSL and to Angel in the days prior to the class census date, that student may be withdraw from the class (WX) without notice.
   e. Each student must spend some quality time working on the modules during the due date window. With each due date having about 1/3 of the workload in the class, these multi-part assignments are not designed to be completed in one sitting. They are designed so that a student has to work on them a few hours each week in order to complete them by the due date.
   f. Student activity prior to the census date of the class supersedes any assignment due date in the class. If the student does not show activity in the class as described above the student may be withdraw from the class without notice.

Student Withdrawal, WX and FX Procedures

- **STUDENT WITHDRAWAL**: If you cannot participate in and complete this course, you should officially withdraw through WebAdvisor at http://webadvisor.mccneb.edu or by calling Central Registration at 402-457-5231 or 1-800-228-9553. Failure to officially withdraw will result in either an attendance-related failure (FX) or failing (F) grade. The last date to withdraw is noted in the CLASS IDENTIFICATION section of this syllabus.

- **WX** - WX is an administrative withdrawal/disenrollment of a student who registered but never attended class. WX is not a grade or other transcript mark; it is only a code used by the instructor or the College.

- **On-Campus and Hybrid Class Attendance** - If a student attends at least one class meeting, the WX withdrawal is not an option. Online Class Attendance means the student has engaged in a class activity, not simply logged on.

- **Automatic Disenrollment from Online Classes** - Online students’ logins are tracked in the College’s administrative software. Online students who have not logged into any of their classes in Angel before and through the Section Census Date are automatically WX’d from classes. Note: if a student taking two or more online or hybrid classes has logged into at least one of the classes, the software will not WX the student from any of the student’s online classes.
- **WX Posting Procedure**—A WX withdrawal can be posted on the WebAdvisor WX Roster *prior to and on* the Section Census Date, which is listed under the Important Dates for the course on the official Class Schedule at [http://www.mccneb.edu/schedule/](http://www.mccneb.edu/schedule/). A WX may not be submitted after the Section Census Date. A WX cannot be reversed and is not subject to appeal.

- Any student who has been withdrawn from a class via the WX withdrawal and wishes to be reinstated must obtain faculty approval to re-register for the course. The student will need to use the CLOSED CLASS/LATE REGISTRATION form. (There is no late registration for online classes.)

- **FX**—The FX grade, an attendance-related failure, can be determined at any time during the quarter—that is, once it is earned according to the attendance policy as specified in the instructor’s syllabus. The actual posting of the FX grade will take place at the end of the quarter on the WebAdvisor Final Grading Roster. In addition to posting the grade of FX, the instructor will need to also post the date of last attendance.

- **Avoiding the FX Grade**—When a student has earned the FX grade prior to the end of the quarter, he or she may avoid receiving the failing grade by withdrawing from the course before the Last Date to Withdraw from Class. This date is posted under the Important Dates for the course on the official Class Schedule at [http://www.mccneb.edu/schedule/](http://www.mccneb.edu/schedule/). It is the student’s responsibility to maintain contact with the instructor to know if he or she may be subject to an FX grade and/or to drop the course in a timely manner.

2012 Spring Quarter Important Dates

**Classes Begin**........................................................................................................................................March 8 Th
Summer Current Student WebAdvisor only registration begins.................................................March 14 W
Summer General Registration Begins..........................................................................................March 21 W
***Census Date/Tenth Day* Date ..................................................................................................March 21 W
Student Withdrawal Deadline to “drop” a class.........................................................................Varies by Class**
Holiday Recess/College Closed......................................................................................................April 7-8 Sa-Su
Holiday Recess Ends/Classes Resume.........................................................................................April 9 M
Winter Quarter Term Incomplete “I” Grades Due........................................................................May 9  W
Classes end......................................................................................................................................May 23 W
All Spring grades due and posted to WebAdvisor by 11:59 p.m. ..............................................May 25   F
Memorial Day recess (College closed) .................................................................................................May 26–28 SA–M

* Tenth Day is the date on which your enrollment level is checked.
**To view the last day to withdrawal “drop” a class, go to the class schedule found on line at [http://www.mccneb.edu/schedule/classschedule.asp](http://www.mccneb.edu/schedule/classschedule.asp). Then, find the course section and click on the Important Dates link on the same line as the course title. The refund dates for each course section are automatically calculated based on the start and end dates and the number of sessions for a course. A student must withdrawal by this date to avoid an “F” grade.

**Note:** Schedule changes may have implications for students on Financial Aid. Check with the Financial Aid Office prior to any schedule changes at 402-457-2330. The Census Date*** is the date on which Financial Aid Student’s enrollment is checked to determine the type and amount of funds authorized for the quarter. Payment is based on enrollment as of that date.

**REFUND POLICIES for Credit Courses**
A student is responsible for withdrawing “dropping” from a course(s) if unable to attend. Non-attendance or non-payment does not relieve a student from the obligation to pay. To withdraw “drop” from a course, log on to WebAdvisor https://webadvisor.mccneb.edu and click “Register and Drop Sections”.

An official schedule change that reduces or terminates a student’s academic credit load may entitle the student to a refund. The eligibility and amount of a refund is automatically calculated by the date of the withdrawal.

A student may see the refund percentage received through midnight of the same day by logging into WebAdvisor and clicking on the Tuition Refund Calculator.

A link to the Student Information Calendar is available once logged in on WebAdvisor.