

SPAN 301: Written Communication (CRN 12584)

FALL SEMESTER 2015

SUNY-Geneseo Department of Languages and Literatures

TR 1:00 2:15 in Welles 133

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Office Hours:
Monday 11:00am 12:30pm and
Wednesday 12:45 2:15pm
and by appointment

Final exam: Wednesday, December 16, 8:00 11:00am in Welles 133

COURSE DESCRIPTION

Offers practice in expository writing with emphasis on clarity, structure and idiomatic expression, focusing on a variety of topical issues. Students are introduced to practical applications and provided a review of selected grammar topics. **Prerequisites:** SPAN 202 or equivalent. Credits: 3(3-0).

LEARNING OUTCOMES

Upon successful completion of this course students will be able to:

1. Effectively and idiomatically deploy, in both speech and writing, some or all of the following **grammatical concepts**:
 - the imperative
 - the present and past subjunctive
 - direct and indirect discourse
 - the preterite and the imperfect
 - the present and past perfect
 - the future and the conditional
 - the sequence of tenses
 - *ser*, *estar*, and *haber*
 - conjunctions of diverse types (e.g. sequential, causal, etc.)
 - direct object, indirect object, reflexive, reciprocal, possessive, demonstrative, and relative pronouns
 - *gustar* and similar verbs
 - the impersonal *se* and passive voice
2. Be familiar with examples of some or all of the following **written genres** (and their component parts):
 - description
 - journalism
 - narration
 - expository essay
 - argumentative essay
3. Be familiar with and capable of structuring the following **components of effective writing**:
 - tone, tenor, and register
 - introduction
 - thesis
 - development and diverse types of supporting arguments
 - counterargument
 - conclusion
4. Demonstrate proficiency in Spanish at the Advanced-Mid level according to the Guidelines of the American Council on the Teaching of Foreign Languages (ACTFL)

REQUIRED TEXTS

- *Gramática para la Composición*, 2ª edición, M. Stanley Whitley & Luis González

COURSE REQUIREMENTS & GRADING

The following assignments are intended to stimulate your thinking, structure in-class conversations, and mark your progress over the course of the semester.

PLAGIARISM WORKSHOP

You must attend a plagiarism workshop (see <https://www.geneseo.edu/library/library-workshops> for workshop dates and times). You will need to provide documentation that you have attended a session at some point in the last four semesters. Attendance at a session is not worth “points” toward your final grade, but is absolutely required. **Do not jeopardize your success in this course** if you have any questions about either of these offenses, please come and talk to me.

DAILY EXPECTATIONS — PARTICIPATION AND PREPARATION (10%)

Attendance: Given the amount of grammar that we will study, the pace of this course, and the frequency of quizzes and other in-class assessments, daily attendance is essential for succeeding in this course. You are allowed two absences on non-evaluation days during the semester with no penalty; each additional absence will reduce your final participation grade by 1 point.

Preparation: You are responsible for thorough preparation of daily assignments (as indicated on the calendar) **before** class. Good preparation includes reading and making an effort to understand the grammatical concepts or genre descriptions in a way that will enable you to participate actively in class discussions and activities. Most importantly, class can be more enjoyable if you are well-prepared! At times an internet connection will be necessary to participate in classroom activities; I will always announce in the class session prior when such devices will be needed. You will always need to bring your textbook, and any specific questions about the grammar to be discussed, to class.

Participation: There will be many in-class assignments and activities that will require your active participation, which in turn requires diligent preparation, a willingness to step outside your comfort zone, and the dedication to **speak only in Spanish**.

HOMEWORK (15%)

There will be homework assigned for each class session. You will receive credit based on whether you complete the work assigned or not; please consult with me during my office hours for any errors that you do not understand.

ESSAYS (40%)

You will write a total of five formal essays, each an example of a different genre, for this course. We will approach essays in a variety of different ways that will be detailed as the semester progresses: the first two essays will include a single draft and an error analysis; the third and fourth will include a second draft and in-class revision prior to the error analysis; the final essay will include a third draft, and no error analysis. Essays will be

graded based on the ACTFL standards for Intermediate-Mid to begin, progressing to Intermediate-High later in the semester. All essays should conform to MLA standards and be typed.

QUIZZES (25%)

There will be eight short, announced quizzes over the course of the semester. These quizzes will focus on grammar studied or movies seen in class since the prior quiz, up to (but not including) the day of the quiz. The lowest quiz grade will be dropped at the end of the semester.

FINAL EXAM (10%)

The final exam will be based on the cumulative grammar we have studied over the semester, and may include a short section on the movies viewed in class.

CLASSROOM POLICIES

GRADED WORK

All work listed on the calendar is due on the day it is listed, unless I indicate otherwise. You will be reminded of upcoming deadlines every Monday by email. Late work will be penalized a full letter grade per day late. Be sure to read and follow all instructions, proofread your work carefully, and rigorously attribute ideas cited from other sources.

MAKE-UP WORK

Because attendance is required and thorough preparation essential, you are responsible for all course work. The calendar is detailed for this reason. If you have any doubts about what you might have missed, contact a classmate or make an appointment to see me during my office hours. I am generally flexible, but work delayed because of an unexcused absence will not necessarily be rescheduled.

DICTIONARIES

I am not a dictionary! If you'd like to look words up during class, please bring a dictionary (or a smartphone with access to a dictionary).

CELL PHONES

Please make certain that your cell phone won't ring or vibrate during class, especially if you will be using a smartphone to access online dictionaries. Respect the energy and preparation of your classmates. Rings, vibrations, and texting will not be tolerated in class.

CONTACTING ME

The best way to communicate with me is generally by email. I will do my best to respond promptly, but please be patient after 5:00pm and on weekends and holidays. **However, if you have a question about an assignment, please speak to me after class or make an appointment to meet with me during my office hours.** I am often in my office outside of classtime, and would love to chat even outside of office hours (as long as my door is open).

ACADEMIC HONESTY

We will observe the Academic Honesty Policy and its related process as stated in the most current *Undergraduate Bulletin* and in the *Student Handbook*.

The Department of Languages and Literatures takes cheating and plagiarism very seriously! Do not jeopardize your success in this course due to misunderstanding the nature of these offenses – if you have *any* questions about either, please come and talk to me.

DEPARTMENT OF LANGUAGES AND LITERATURES MAKE-UP EXAMINATION POLICY

The Department of Languages and Literatures authorizes make-up examinations **only** for **documented** reasons involving personal medical or family emergencies or due to participation in College team sports or legitimate academic events (e.g., Model United Nations, scholarly conferences). If such documentation is provided, it is up to the instructor's discretion to grant a make-up exam or to excuse the student from taking the exam without penalty. If the instructor approves a make-up exam, its content may significantly differ in format from the scheduled exam. If the student's performance in the course up to the date of the missed exam makes it impossible to pass the course, even if taking a make-up and scoring 100%, no make-up or special arrangements will be offered. The Department considers make-up exams a **privilege**, not a right.

ACCOMODATIONS

SUNY Geneseo will make reasonable accommodations for persons with documented physical (including pregnancy), emotional or learning disabilities. Students must contact the Director in the Office of Disability Services (Dr. Tabitha Buggie-Hunt, 105D Erwin) and their faculty to discuss needed accommodations as early as possible in the semester.

ELECTRONIC DEVICES POLICY

All electronic devices should be silenced and out of sight during class unless otherwise indicated by the instructor. Exceptions will be made for students who bring proper documentation justifying their need to use such devices in class. Students who don't abide by this rule will be verbally reminded of it for a first incident and asked to leave the classroom in the event of a second incident.

TITLE IX STATEMENT

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find a number of resources at gene-seo.edu/affirmativeaction/students. Reputable off-campus resources include [Know Your IX](#), [End Rape On Campus](#), [SurvJustice](#), the [Clery Center for Security On Campus](#), and [Not Alone](#).

A FINAL NOTE

My goal is not only for you to succeed in this course, but to enjoy it enough that your interest in the language extends beyond the bounds of the classroom. Every group of students is different; **if you feel that any aspect of the course is not working for you, I encourage you to share your concerns with me, and even help think of possible solutions.**

Likewise, if you are having difficulty with the material, the workload, class discussions, or any other aspect of the course, please do let me know so we can ensure that you get the most out of the time you put in!

If you are struggling in this class or are concerned about your grade, you should meet with me during office hours immediately. Problems addressed early in the semester can often be solved by adjusting study/work habits!

FINAL GRADE BREAKDOWN

		A	94-100	A-	90-93
B+	87-89	B	84-86	B-	80-83
C+	77-79	C	74-76	C-	70-73
		D	60-69		
		E	0-59		