

Spanish 1300
Conversational Spanish

Western Texas College

- I. **Required Textbook** - Spanish for Nurseries, Landscaping and Groundskeeping. Sam L. Slick **ISBN 1-888467-34-7**
- II. **Course Description** - Primary aim of the course is to teach communication skills in speaking and understanding spoken. Spanish. Idiomatic expressions and conversation stressed in a course designed primarily for business and professional people, farmers, ranchers, and others who deal with Spanish-speaking citizens of the community. May not be counted as part of the requirements for Spanish major or minor and not open to students who speak Spanish as vernacular. (Not designed for transfer.)
- III. **Prerequisite Skills** - Student must be able to read and write at college level and knowledge of the Spanish language is not required
- IV. **Course Outcomes** - Given a specific scenario, the student will carry on a two-part conversation in Spanish, including other students and the instructor. This conversation will last six minutes (three minutes with classmates and three minutes with instructor). The instructor will evaluate the student's performance based on fluency and comprehension.
- V. **Course Objectives** - Upon completion of this course, student will have the ability to:
 - A. Utilize specific commands used in the groundskeeping field
 - B. Compare different Spanish terms used in different geographical area
 - C. Select greetings according to time of day and person's gender
 - D. Write numbers, names of the days and months in Spanish
- VI. **Grading** -

Attendance/Participation	10%
Weekly Assignments	10%
Quizzes	20% (5% each)
Midterm exam	30%
Final	30%

90%-100%	A
80%-89%	B
70%-79%	C
60%-69%	D
59% and below	F

**Student will have the opportunity to earn extra credit for work assigned by the instructor

VII.

VIII. Attendance, Conduct

- A. Class will meet once a week, and 1% of final grade will be deducted for each unexcused absence. From WTC’s catalog: “Western Texas College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.”

IX. **Tentative Schedule (SUBJECT TO CHANGE)**

Week	Topic
	Introductions
	Section I: Spanish Pronunciation Section II: Greetings and Goodbyes Section III: Etiquette and Social Niceties Section IV: Introductions and Self-Identifications Section V: Communication Strategies Lab One: Appendix B (colors)
	Section VI: Numbers Section VII: Complimenting Employees Section VIII: Employment Issues – Hiring and Dismissal Lab Two: Appendix C (Spanish Surname System)
	Section IX: Employment Issues – Job Orientation Section X: General Supervisory Phrases Section XI: On Site Supervisory Phrases Lab Three: Appendix D (Dates)
	Section XII: Landscaping and Groundskeeping Commands Part A: General Part B: Planting Lab Four: Appendix E (Other Useful Expressions) QUIZ UNO (from ‘tareas’)
	Section XIII: Nursery Commands Part A: General Lab Five: Appendix E (Other Useful Expressions)
	Section XIII (Cont.): Nursery Commands Part B: Root Balls Part C: Watering Commands

	<p>Lab Six: Appendix E (Other Useful Expressions)</p> <p>QUIZ DOS (from ‘tarea’)</p>
	<p>Midterm Exam (40 questions 2 ½ points each) Will include ALL ‘TAREAS’</p>
	<p>Section XIV: Equipment Operation and Maintenance Part A: Operation Part B: Maintenance</p> <p>Lab Seven: Appendix E (Other Useful Expressions)</p>
	<p>Colors, numbers etc.</p>
	<p>Section XV: Safety / Medical / Emergency Issues</p> <p>Lab Eight: Appendix F (Measurements & Fractions)</p>
	<p>Section XVI: Quick “Esto” Commands</p> <p>Lab Nine: Appendix F (Measurements & Fraction)</p> <p>QUIZ TRES</p>
	<p>Section XVI (Cont.): Quick “Esto” Commands</p> <p>Lab Ten: Appendix G (Metric Equivalents)</p>
	<p>Section XVII: Golf Course Groundskeeping Section XVIII: Driving a Company Vehicle Section XIX: Snow Removal</p> <p>Lab Eleven: Appendix G (Metric Equivalents) Appendix H (Telling Time)</p> <p>QUIZ CUATRO (from ‘tareas’)</p>
	<p>***** (SUBJECT TO CHANGE) Review Final Exam/Turn in late work</p>
	<p>Review Final Exam. No more late work accepted.</p>
	<p>Final Exam 50% of final exam will include work from ALL “TAREAS” class work.</p>

IX. CLASS ATTENDANCE

- A. Day classes at WTC, during regular semesters, meet 5 days per week in two groups: (1) Monday, Wednesday, and Friday and (2) Tuesday and Thursday. Evening classes meet generally one night per week (Monday

through Thursday) for a period of three hours, although there are some exceptions to this (for units). During the 6- and 9-week summer sessions, classes meet Monday through Thursday in day and evening classes. Regular attendance is expected in all classes. If a student has been absent for a period of six hours (two weeks) of instruction (whether two evening class meetings or more in day class meetings), the instructor will report such absences to the Counseling Center. Students will be contacted by the counseling office to determine their status and the reasons for the absences. Students not responding to counselor questionnaires concerning absences may be administratively dropped from their classes. For each absence, the student must establish to the instructor's satisfaction the validity of an excuse for absence, and the student must make acceptable arrangements with the instructor for making up missed work. A student may be withdrawn from all coursework for failure to comply with attendance policy. Placement in developmental coursework, whether by THEA/TASP scores or local assessment, is under specific attendance requirements. When a class is dismissed for inclement weather, non-scheduled holiday, national disaster, or other unavoidable circumstances, the class is to be made up in a manner to be determined by the faculty member responsible for the class. In order to be excused from class for the observance of a religious holy day (a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Texas Code), the student must notify each instructor no later than the 15th day after the first day of the semester as to the date he/she would be absent for a religious holy day. The notice shall be in writing with receipt acknowledged by the instructor. All assignments or tests that are to be made up must be completed within a reasonable time after the absence

- X. **Texas Higher Education Coordinating Board Core Curriculum: Intellectual Competencies and Exemplary Objectives** - Intellectual Competencies: A series of basic intellectual competencies considered essential to the learning process in any discipline.
- A. Reading x
 - B. Speaking x
 - C. Critical Thinking x
 - D. Writing x
 - E. Listening x
 - F. Computer Literacy
- XI. **Individual Development and Educational Assessment (IDEA)**
- A. As the primary criteria to evaluate the course, the IDEA class evaluation survey is administered at the end of the semester. The survey asks students to rate the amount of the educational progress they made based on a set of twelve learning objectives. Your instructor has chosen 3-5 specific learning objectives from this set that he or she considers "Essential" or "Important" learning objectives for this course:
 - B. Gaining factual knowledge (terminology)

- C. Learning to apply course material
- D. Acquiring an interest in learning more by asking my knowledge in the subject (Spanish).

XII. **Student Conduct**

- A. Western Texas College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit.
- B. Regulations of the college forbid gambling, the use of narcotics (morphine, opium and its derivatives), hallucinogens (L.S.D., marijuana, and others), and alcoholic beverages on the campus, and the appearance of any persons on the campus under the obvious influence of any of these, or when participating in or attending activities sponsored by the college.
- C. Students are expected to dress and groom themselves in an appropriate manner while on campus or when participating in or attending activities sponsored by the college. The college administration is delegated the authority to develop standards of dress and grooming.
- D. Stealing or willful destruction of college property **will not be tolerated**.
- E. Cheating and plagiarism constitute forms of academic dishonesty. Cheating includes but is not limited to the following:
 - 1. Unauthorized assistance in taking quizzes, tests or examinations. Work **MUST** be done individually. If I, your instructor, find work done in group, student will be drop from the class immediately.
 - 2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments. Plagiarism includes but is not limited to the following:
 - 3. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and/or the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.
 - 4. Conduct of students which may cast unfavorable reflection upon the college will result in the student receiving disciplinary action for misconduct. Notation of disciplinary actions imposed upon students shall be made a part of the student's permanent file. Noncompliance with adopted policies and standards of conduct is sufficient cause for disciplinary action, including suspension from college as a final action. Authority for disciplinary action, including suspension from college, is granted to the college administration.

XIII. **OTHER POLICIES**

- A. **SAFETY** - A number of safety measures are in place for your continued protection. In the event of inclement weather, shelters have been designed at several locations on the campus. Your Student Handbook will have a map of these locations and your should familiarize yourself with each. The shelters will be marked at the entrance. Western Texas

College is part of the citywide call list which is activated by local law enforcement personnel. Warning will be given throughout the campus once the call is received.

- B. **EMERGENCY** - All offices serve as emergency communications point. Please notify the nearest WTC staff member should you become aware of the need for assistance of any type.
- C. **BAD WEATHER POLICY** - In the event of classes being dismissed for inclement weather, holiday, national disaster, or other unavoidable circumstances, instructor will be responsible for notifying the students as to what the make-up requirements will be. Sufficient work will be documented to offset the number of hours missed. This notification of required make-up work will be given to students within one week upon resuming classes.
- D. **ADA STATEMENT** - Western Texas College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The college counselors have been designated to coordinate compliance with the nondiscrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the college counselors. (An inmate requesting assistance under ADA guidelines must request this assistance through the Windham Schools. The instructor or student may notify a Windham counselor of needed assistance)
- E. **SPECIAL ASSISTANCE** - If, as a result of a disability, a student needs special assistance to participate in a class, counselor office must be notified immediately so that the prescribed process can be initiated.
- F. **AFFIRMATIVE ACTION** - Western Texas College is an equal opportunity institution and is in compliance with the American with Disabilities Act.

Last Modified: August 19, 2015