

S310: Spanish Grammar and Composition
Spring 2005

Instructor: _____

Email: _____

Office: _____

Office Hours: _____

Phone: _____

Required materials:

1. *Repase y escriba: Curso avanzado de gramática y composición*, 4th edition, María Canteli Dominicis and John J. Reynolds. John Wiley and Sons, 2003
2. Workbook for *Repase y escriba*, 4th edition
3. Coursepack: *Spanish Grammar: A Quick Reference*, David Wren
4. A good Spanish/English dictionary

Course objectives: To review and strengthen your understanding and use of major concepts of Spanish grammar including grammatical tenses, the subjunctive, pronominal verbs, passive forms, prepositions, and subordination, among other grammatical points. In addition, culture-related readings in Spanish will provide you with opportunities to learn new vocabulary in context and to practice conversation by means of in-class discussions. You will also learn and practice the general guidelines of how to write a composition, including organization and structure, coherence, sentence structure, word choice, accentuation, etc. The class will be conducted in Spanish.

Pre-requisite: S275, placement exam, or departmental permission.

Note: This class is the equivalent of S311. If you have already taken S311, see your instructor.

Daily preparation: Before class, carefully read and study the sections of the textbook (the *Lectura* and/or the grammatical/lexical explanations and examples that precede the exercises) indicated on your syllabus and complete assignments in the textbook as noted. Become familiar with the exercises to be reviewed/corrected in class and make a list of questions you would like addressed in class (or during office hours). Following the class, you should continue to reinforce the material that was covered by completing the exercises in the workbook listed on the syllabus. **This course carries a heavy at-home workload, so it is important to keep up with the assignments. You will receive maximum benefit from the assignments if you complete them according to the dates listed on the syllabus rather than leaving them until the day before a quiz.** Most assigned exercises from the textbook, including Spanish grammar exercises, vocabulary exercises, and Spanish translations, will be reviewed in class; some will be collected. These exercises should be written on a separate sheet of paper, not in your textbook. Indicate the page number for each exercise clearly and bring the assignments to class with you each day. While you are encouraged to type homework assignments, handwritten homework may be submitted provided that it is legible. **No late assignments will be accepted unless you provide the instructor with official written documentation. This means that if you do not attend class, you may not leave assignments in your instructor's mailbox or send them with a friend and expect to receive credit for the work.**

Attendance: Given the nature of language learning, attendance is required for this course. Students are expected to **arrive on time** and to have read and prepared the material on the syllabus so that they will **be fully prepared** for each class and can **participate actively**. The first three absences count only against your participation grade (however, if the absence is not excused, you will also lose points if work is collected or if a quiz or exam is given). The fourth and subsequent absences are deemed excessive and also count against your final grade. Your overall grade will be lowered by 2% for each excessive absence. Absences may be excused if you present appropriate written documentation within one week of the absence. In addition, habitual tardiness will adversely affect your participation grade. If you incur more than 8 absences during the semester, you should consider withdrawing from the class and taking it when you are able to attend more regularly.

The policy of the dean of Faculties on religious observances states that you must submit a Request for Accommodation form to your instructor by the end of the second week of the semester, **January 21**. You will find the form and observances approved by the University at: <http://www.indiana.edu/~deanfac/holidays.html>.

Evaluation:

Quizzes (5)	40%
Final exam	20%
Homework (Textbook + Workbook)	15%
Compositions (2 in-class, 1 at home)	15%
Participation and preparation	10%

Grading Scale:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 0-59
A = 93-96	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

Quizzes/Exams: During the semester, you will take five (5) scheduled quizzes. Because of the pace of the class, it is critical not to miss a quiz, so please keep the following in mind: **Only under extreme circumstances is it possible to take a makeup quiz/exam. You must see your instructor and present appropriate documentation as the initial step in making your case within 24 hours of the exam.** The final exam is scheduled for **Monday, May 2 from 10:15 a.m. – 12:15 p.m.** Please note that the **final exam is comprehensive;** it will cover material from all chapters presented during the semester.

Homework:

Textbook Assignments: The exercises from the textbook should be written out neatly on separate sheets of paper with the page number of the exercise as well as letter and item numbers clearly indicated. Textbook assignments will be collected randomly throughout the semester. You are responsible for handing in all the material requested. **No late assignments will be accepted unless you provide your instructor with appropriate written documentation; this means that if you do not attend class, you may not leave assignments in his/her mailbox and expect to receive credit for the work.** Textbook assignments will be evaluated as follows:

Textbook:	100 = all exercises complete and correct
	90-95 = all exercises complete with few errors
	80-85 = all exercises complete with several errors
	70-75 = all exercises complete with many errors
	60-65 = exercises incomplete, or slightly more than 50% wrong
	0 = more than 50% incomplete or wrong, or not complete at all

Workbook Assignments: We will be using the workbook that accompanies *Repase y escriba* which provides additional practice with grammar and vocabulary. You should complete the exercises indicated on the syllabus and later check your answers with the answer key that appears at the end of the workbook. **Use one color ink to do the work and a second color to correct your work** in order to determine in which areas you are experiencing difficulties so that you can ask your instructor for help. Assignments in the workbook will be collected on quiz days and will be evaluated according to the following scale:

Workbook:	90-100 = all exercises complete and self-corrected
	70-80 = most exercises complete and self-corrected
	50-60 = most exercises incomplete and/or not self-corrected
	0 = very incomplete or work not done at all

Compositions: In order to develop your writing skills, we will follow a two-part process for the compositions. Each version of the composition is worth 200 points: 100 points for the first version and 100 points for the second, thus the first version should not be considered a draft. The first version will be evaluated for both content and form and errors of grammar and style will be indicated. All errors indicated made by the instructor will follow the codes on the Correction Code Sheet (found on page 4 of your syllabus). It will then be your responsibility to correct the errors on the final version. Grades on the second version of the composition can be increased a maximum of two letter grades over the original version provided that all corrections made by the instructor have been incorporated. To receive credit for the second version of the composition, the first version must be attached to the final one on the day of collection, which will be no later than one week after it was returned to the student.

No late compositions will be accepted unless you provide your instructor with appropriate documentation. Compositions written at home must be typed, double-spaced, and include the word count at the bottom of the page. All diacritics (including accents) should be inserted by the word processing program, not by hand. **Handwritten work will not be accepted.** Instructions and topics for compositions written at home will be provided on a handout which you will receive by e-mail. **You may not receive outside help on any version of your compositions.**

Participation: Your participation grade will be based on several components: individual participation, preparation for class as evidenced by in-class performance, group work, use of Spanish in the classroom and punctuality (Note that the first three unexcused absences count against participation, the fourth and subsequent unexcused absences count against the overall grade [see Attendance section above].) The guidelines for each grade range (e.g., A range = A+, A, A-) are outlined below:

- A consistently participates in oral activities with enthusiasm and a positive attitude; often volunteers answers to homework activities that are reviewed in class based on at-home preparation; frequently asks questions that reflect preparation of material; cooperates in small groups and works actively to keep the group on task; makes a concerted effort to maintain conversation in Spanish; arrives on time
- B generally participates in oral activities with enthusiasm and a positive attitude; regularly volunteers answers to homework activities that are reviewed in class based on at-home preparation; occasionally asks questions that reflect preparation of material; makes constructive contributions in small group work and assists in keeping the group on task; almost always speaks in Spanish; arrives on time
- C sometimes participates in oral activities with enthusiasm; sometimes volunteers answers to homework activities that are reviewed in class, reflecting inadequate at-home preparation; infrequently asks questions which reflect preparation of material; is often unfocused or does not contribute in small group work; attempts to speak in Spanish, but is limited by vocabulary and/or grammar and English; usually arrives on time
- D/F lack of at-home preparation makes it difficult for student to participate in oral activities; rarely volunteers answers to homework activities that are reviewed in class; does not ask questions which reflect prior review of material; lapses into English frequently and does not stay focused on tasks in small groups; frequently arrives late

Outside help/Academic integrity: The Indiana University *Code of Student Rights, Responsibilities, and Conduct* defines “academic misconduct” as “any activity which tends to compromise the academic integrity of the institution and undermine the educational process.” This includes cheating [use of unauthorized materials, assistance, etc. during exams], plagiarism [to present ideas and statements of another person as one’s own] and facilitating academic misconduct [to help another student do any of the above]. With this in mind, consider the following: all assignments for this course should be your own work. You are not permitted to have another student, a tutor, or friend correct the work you are to turn in. You may not use electronic translation programs to do any of the work for this course (print dictionaries are okay). The only exception to the above policies is if you are specifically assigned to work with another student. Cheating, plagiarism, and other examples of academic misconduct as outlined in the *Code of Student Rights, Responsibilities, and Conduct* will be pursued and sanctions will be levied. If you have any questions about the issue of academic integrity, you should consult with your instructor or the Course Supervisor, Dr. Terri Greenslade.

Withdrawals: The last day to drop a course with an automatic **W** is **Wednesday, March 9 at 4:00 p.m.**

Incompletes: Only under the most extreme and exceptional circumstances will the Department of Spanish and Portuguese consider a petition for an Incomplete. You must see the Course Supervisor in order to begin this process.

Course Supervisor: Dr. Terri Greenslade Office: BH 864 Office Phone: 855-2083
Email: tgreensl@indiana.edu Office Hours: by appointment; make initial contact via email

Correction Codes for Compositions and Written Assignments

GRAMMAR

AA	Adjective/noun agreement wrong (includes gender and number)
GEN	Gender wrong; frequently gender of noun or adjective is wrong
AC	Accent wrong or missing
ADV	Adverb wrong or needed
AGR	Subject/verb agreement problem
AP	Personal 'a' required
ART	Article wrong or missing (includes definite [<i>el/la...</i>] vs. indefinite [<i>un/uno/una...</i>])
CC	Wrong copula choice (<i>ser</i> vs. <i>estar</i>)
COMB	Combine sentences (often requires the use of a transition word)
IMP	Impersonal form required; includes passive or impersonal <i>se</i>
INF	Infinitive needed
OP	Object pronoun wrong or missing
POS	Possessive adjective wrong or missing
PREP	Preposition wrong or missing
REL	Relative pronoun wrong; frequently 'que' is missing. Ex.: <u>La casa (que) yo compré.</u>
REF	Reflexive pronoun wrong or missing
SP	Spelling error
SPN	Subject pronoun problem
TNS	Tense incorrect (includes preterit/imperfect distinction)
VF	Verb improperly conjugated (includes wrong verb forms, e.g., stem-changing verbs)
WC	Wrong word choice; vocabulary error
WO	Word order incorrect

STYLE

ID	Appropriate idiomatic expression in Spanish required. This error is often the result of a literal translation from English. Ex: <u>Tuvimos un buen tiempo</u> for <u>Lo pasamos bien.</u>
INC	Incomprehensible due to structure or vocabulary choice that makes it difficult to identify error – needs to be rewritten (often the result of a literal translation from English).
NC	Not clear
NL	Not logical in terms of paragraph development
PUNC	Punctuation wrong or missing
REP	Use pronoun to avoid repetition
RS	Repetitive word or structure; can often be corrected using synonyms or rewording
REW	Needs to be reworded or explained more clearly
TR	Transition word required to link ideas
CAP	Lower (LC) or uppercase (UC) needed

Plan del semestre

SG = Sección gramatical **SL** = Sección léxica; **APL** = Aplicación; **PEM** = Para escribir mejor; “Pares” = 2, 4, 6, etc.; “Impares” = 1, 3, 5, etc. La página indicada corresponde al lugar donde comienza el ejercicio, pero se debe hacer el ejercicio completo.

NB: Se debe completar los ejercicios del libro de texto antes de la clase de la fecha indicada y los ejercicios del cuaderno de práctica después de la clase de la fecha indicada.

Fecha	Capítulo	Libro de texto (preparar antes de la clase)	Cuaderno de práctica (hacer después de clase)	Otra información
10 de enero				Introducción al curso y primera lectura
12 de enero	1: Ser y estar	Leer Lectura pp. 1-3 y SG pp. 5-7, 8-9 Hacer APL p. 4A y B, p. 7B y C, p. 9C, p. 10E	pp. 1 - 4	
13 o 14 de enero		Estudiar cuadros y ejemplos pp. 11, 12 y 13; Leer SL pp. 17-19 Hacer APL p. 12 – pares, p. 16C #1 y 2, p. 19A	pp. 6 (Ejercicio C) - 8, 10 (Ejercicio B)	
17 de enero				Día de MLK – NO HAY CLASE
19 de enero		Estudiar cuadros y ejemplos pp. 14-15; Leer Distinciones pp. 21-22 y PEM p. 23 Hacer APL p. 15A #1 y #3, p. 23D – impares, p. 24A – pares	pp. 5 (Ejercicio B), 9 (Ejercicio A), 12 (Ejercicio B - sólo acentuación)	
20 o 21 de enero	2: Pretérito e imperfecto	Leer Lectura pp. 29-32 Hacer APL p. 32A y B	pp. 15 - 18 (hasta SG)	
24 de enero		Leer SG pp. 34-40, Estudiar cuadro y ejemplos, p. 40 Hacer APL p. 36C, p. 40A, p. 41B	pp. 18 (Ejercicio A) - 22 (hasta Ejercicio E)	
26 de enero		Leer SL p. 44 y Distinciones pp. 45-46, 47-49 Hacer APL p. 44A – pares, p. 46A – pares, p. 46B – impares, p. 47D – impares, p. 49B	pp. 22 (Ejercicio E) - 26 (hasta PEM)	
27 o 28 de enero		Leer PEM p. 50-51 Hacer APL p. 51A y B, p. 52D, p. 16C #3 (repasso), 42C (repasso)	p. 26 (PEM), p. 27 (Ejercicio C)	Repaso Prueba 1
31 de enero				Composición 1 – se escribirá en clase (pretérito e imperfecto)
2 de febrero	1 y 2			Prueba 1 Entregar Cuaderno (caps. 1 y 2)
3 o 4 de febrero	3: Construcción Verbales	Leer Lectura pp. 55-57 Hacer APL p. 58A#2, p. 58B	pp. 29 - 32 (hasta SG)	
7 de febrero		Leer SG pp. 59-61 y 63-65 (estudiar expresiones) Hacer APL p. 62B y D, p. 65B#1 y #2	pp. 32 - 35 (hasta Ejercicio E)	

9 de febrero		Leer SG pp. 67-68, Distinciones pp. 72-73 y PEM pp. 74-75 Hacer APL p. 68B – impares, p. 69D, p. 74 – pares, p. 75A	pp. 35 (Ejercicio E - 37 (hasta Ejercicio G), p. 38 (Ejercicio A), p. 39 (Ejercicio A)	
10 o 11 de febrero	4: Subjuntivo en cláusulas nominales	Leer “Grupos Hispanos en los Estados Unidos” – se enviará electrónicamente		Repasar formas del presente y pasado del subjuntivo (ver <i>Spanish Grammar Reference</i>)
14 de febrero		Leer SG pp. 85-87, 89, 90, 91 y 92 Hacer APL p. 88A – impares, p. 88B, p. 91, p. 92A, p. 93C	pp. 44 - 48 (hasta Ejercicio F)	
16 de febrero		Leer SG pp. 94-95 y estudiar cuadros, 96-97 y 98 Hacer APL p. 95#1 y #3, p. 98B, p. 99	pp. 48 (Ejercicio F) - 51 (hasta SL)	
17 o 18 de febrero		Leer Distinciones pp. 100-102, PEM pp. 103-105 Hacer APL p. 102A#1 y #2, p. 105A	pp. 51 (Ejercicio B) - 53	
21 de febrero	3 y 4			Prueba 2 Entregar Cuaderno (caps. 3 y 4)
23 de febrero	5: Subjuntivo en cláusulas relativas	Leer SG pp. 112-114 y 116-119 Hacer APL p. 115B, p. 117A	pp. 58-61 (hasta Ejercicio F)	
24 o 25 de febrero		Leer SG pp. 120-121 y Distinciones pp. 124-125 Hacer APL p. 121A, p. 126A – impares, p. 126B	pp. 61 (Ejercicio F) - 64 (hasta SL), 65 (Ejercicio C) - 66 (hasta PEM)	
28 de febrero	6: Subjuntivo en cláusulas adverbiales	Leer SG pp. 138-139 y 141-142 Hacer APL p. 141G#1, p. 143A, p. 143D#1	pp. 71 (Ejercicio A) - 76	
2 de marzo		Leer SG pp. 144-145, SL pp. 147-148 y Distinciones pp. 149-150 Hacer APL p. 146A y C, p. 148A, p. 151A, p. 152C	pp. 77 - 81	
3 o 4 de marzo	5 y 6			Prueba 3 Entregar Cuaderno (caps. 5 y 6)
7 de marzo	7: Artículos definidos e indefinidos	Leer SG pp. 161-164, 165-168 y 169 Hacer APL p. 164A#2 y #3, p. 165B, p. 168#3 y #4	pp. 87 (Ejercicio A) - 90 (hasta Ejercicio D)	Entregar Composición #2 (subjuntivo)
9 de marzo		Leer SG pp. 170-176 y Distinciones p. 180 Hacer APL p. 170 (¿Culpable o inocente), p. 176A#2, p. 178D – pares, pp. 180-181	pp. 90 (Ejercicio D) - 92	** Último día para dejar la clase con una “W” automática
10 o 11 de marzo	8: Preposiciones	Leer Lectura pp. 187-189 Hacer APL p. 189A, p. 190B	pp. 96 - 99	
14-18 de marzo				Vacaciones de primavera

21 de marzo		Leer SG y estudiar cuadros pp. 191-195, 197, 198-199, y 200-201 Hacer APL p. 195A, p. 196F, p. 201A y B	pp. 100 - 104 (hasta SL)	
23 de marzo				Repaso y práctica – Prueba 4
24 o 25 de marzo	7 y 8			Prueba 4 Entregar Cuaderno (caps. 7 y 8)
28 de marzo	9: Por y para, preposiciones compuestas	Leer SG pp. 215-216, 217-219, 221-222 y 224 Hacer APL p. 222A – impares, p. 223B, p. 225#2 y #3	pp. 112 - 116	
30 de marzo		Leer SG pp. 226-228 y SL pp. 228-229 Hacer APL p. 228#2, p. 230A y C	pp. 117 - 118 (hasta SL), 119 (Ejercicio B), 120 (Ejercicio C)	
31 de marzo o 1 de abril				Actividades especiales
4 de abril	10: Adjetivos descriptivos	Leer Lectura pp. 239-242 Hacer APL p. 242A, p. 243B	pp. 123 - 126 (hasta SG)	
6 de abril		Leer SG pp. 244-246, 249 (estudiar cuadro) y 250-251 Hacer APL p. 246A#1 y #4, p. 249-250	pp. 126 (Ejercicio A) -130 (hasta Ejercicio F)	
7 u 8 de abril		Leer SL pp. 253-254, Distinciones pp. 255-257 y PEM pp. 258-260 Hacer APL p. 255B y C, p. 257A y B	p. 131	Repaso Prueba 5
11 de abril	9 y 10			Prueba 5 Entregar Cuaderno (caps. 9 y 10)
13 de abril				Composición 3 - se escribirá en clase (descripción)
14 o 15 de abril	11: Usos del futuro	Leer Lectura pp. 263-265 Hacer APL p. 266A y B	pp. 134 - 136 (hasta SG)	
18 de abril		Leer SG pp. 268-270, 271-272 Hacer APL p. 270B y C, p. 272B	pp. 136 (Ejercicio A) - 138 (hasta Ejercicio E)	
20 de abril	12: Verbos pronominales y reflexivos/La voz pasiva	Leer SG pp. 301-304 y 305 Hacer APL p. 304A y B, p. 305A	p. 148 (Ejercicio A) - 151 (hasta Ejercicio F)	
21 o 22 de abril		Leer SG pp. 306-308, 309-311 y Distinciones pp. 316-318 Hacer APL p. 308A #1, p. 311A - pares, p. 311B – impares, p. 318	pp. 151 (Ejercicio F) - 153, p. 155 (Ejercicio C)	
25 de abril	14: Pronombres relativos	Leer Lectura pp. 353-355 y SG pp. 357-361 Hacer APL p. 355A, p. 356B, p. 361A, p. 361C #2 (p. 362)	169-171 (hasta SG)	

27 de abril		Leer SG pp.363-365, 367 Hacer APL p. 365A, p. 368	pp. 171 (Ejercicio A) - 179 (hasta SL)	
28 o 29 de abril				Repaso general
2 de mayo				Examen final 10:15 a.m. – 12:15 p.m.

Final Exam: Monday, May 2, 10:15 a.m. – 12:15 p.m.