## ¡Hola jovens!

Me llamo Raquel Olivera

## MOORPARK COLLEGE, Spring 2018

**Elementary Spanish 1 online, SPAN M01, CRN 32288**

I will be your Spanish instructor this semester. I am very excited to be alongside in your leaning journey of this language, and I hope we all get to learn from each other and practice our Spanish together! I am a Spanish speaker from an exotic city and state, perhaps you've been there, Oxnard, California, born and raised. I am very passionate about my language, my culture, aswell as literature and traveling. I hope to share some of my passions with you, and that you get to share



yours as well, all while learning the beautiful Spanish language. Learning a language involves multiple skills such as speaking, listening, writing, reading and critical thinking, in order to practice all these skills, we will be using three different platforms. While an online class is different in many ways, my role as your instructor is still to facilitate your learning process by guiding you and helping you along the way. It is extremely important that we communicate with one another on a regular basis

¡Bienvenidos a clase!

## Instructor: Raquel Olivera

Email: [rolivera@vcccd.edu](mailto:amares@vcccd.edu)

Virtual office hours: by appointment

## \*refer to communication guidelines below

**General Information:**

# World Languages Department Chair: Jerry Mansfield

# Dean of Humanities: Jane Morgan, Ph.D.,

Department Office: LLR 314, tel.: 805- 378-1443

## Required Programs:

1. ***Portales*, Vol. 1, Blanco José. Vista Higher Learning, 2016**
2. ***En vivo* (Linguameeting)**

## Technology requirements:

You will need speakers to listen to audio and video components. For the online live En Vivo section you will need a microphone (headsets with audio and microphone) and a webcam.

## Writing Software:

Microsoft Word 2007 or higher

## Program purchase instructions:

**Read the syllabus thoroughly and come to the orientation meeting before purchasing the program—it is non-refundable.**

***Portales:***

In order to register for the course, you must purchase the program *Portales*. The *Portales* program is available at the Moorpark College bookstore or it can be purchased online at the Vista Higher Learning website:

**\*NOTE: on-ground/on-campus courses have different textbooks)**

**Portales** (electronic textbook & workbook):

You have two options for purchasing Portales:

1. **Moorpark Bookstore**:

**\*No used options available because you are purchasing access to an electronic book & workbook**

**Portales Code (ebook & e- workbook) + soft cover textbook (not required)**

PORTALES (LL) W/ ACCESS (6M) >BI< RECOMMENDED |By BLANCO

EDITION: N/A PUBLISHER: VISTA HIGH ISBN: 9781680042177

$220.00 dlls +tax

1. **Publisher’s website:**

**Option A)** 6 months access: <https://vistahigherlearning.com/students/>

**Select school:** Moorpark College Create an account/log in  [**Portales**](https://vistahigherlearning.com/school/moorpark/catalog/product/view/id/5393/s/portales-008/?pgi=a3W4A00000028CiUAI)Spanish M01 or M02 ONLINE (for those taking only 1 semester)

ISBN 978-1-68004-216-0

Portales Code (6-month access) \*has an ebook +e-workbook

$135.00 +tax

**Option B)** 24 month access ( to be purchased only if you are 100% sure you will take Spanish M02 online as well the following semester at Moorpark College **Select School: Moorpark College** **Create an account/Log in**[**Portales**](https://vistahigherlearning.com/school/moorpark/catalog/product/view/id/5393/s/portales-008/?pgi=a3W4A00000028ChUAI) **Spanish M01 & M02 ONLINE (for those taking BOTH semesters)**

ISBN 978-1-68004-195-8

Portales Code (24-month access)\* has an ebook+ e-workbook

$190.00+tax

## En Vivo:

* Scheduled 30-minute weekly online coaching sessions throughout the semester with a few of your classmates (sessions range from 1-4 students) and a native-speaking language coach. T**his portion of the course is mandatory and its purpose is to practice your conversational skills in Spanish**.

**~** About $60 dlls, you will register at the website below and will be able to purchase upon completing registration. There are two options for registering:

1. **SPAN M01 Raquel Olivera -32288**

(This section is for non-heritage speakers; students whose first language is something other than Spanish)

1. **Heritage Speaker Raquel Olivera SPAN M01 – 32288**

(This section is for heritage speakers, those students who grew up exposed to the Spanish language at home) Website: <https://www.linguameeting.com/registro.php>

## Course Description:

SPAN M01 is the first section of a sequence of two courses (SPAN M01 and SPAN M02) covering the first year of college-level Spanish (transferable to CSU and UC system’s). In the assigned textbook Portales, chapters 1-5 will be completed.

SPAN M01 Introduces beginning Spanish acquisition in a cultural context through listening, speaking, reading and writing. Emphasizes student interaction with authentic language in cultural context.

Basic grammar concepts will be introduced, with an emphasis on the present tense and a brief partial presentation of the past tense –the preterit- toward the end of the semester. Studying selected aspects of Spanish-speaking cultures and civilizations are an important and integral part of the class. The goal of this class is to become proficient in oral and written Spanish and acquire a critical understanding of Spanish-speaking cultures. Since communication is the pivotal aspect of language learning, class time will be mostly dedicated to practicing and communicating in the target language.

## Program Learning Outcomes for Elementary Spanish I:

* Apply technology to the language-learning process and the acquisition of cultural information through the utilization of the electronic workbooks, web-based activities, language lab, and smart classroom facilities.
* Students will demonstrate knowledge of Spanish culture.
* Students will be able to communicate in writing at a level appropriate to first semester college Spanish. They will be able meet practical writing needs, such as simple messages and communicate simple facts in loosely connected sentences in the present tense.
* Students completing SPAN M01 at C or better will demonstrate knowledge of grammar concepts in Spanish.

## Course Learning Outcomes for Elementary Spanish I:

Upon successful completion of the course, a student will be able to:

1. Understand the cultural nuances of everyday life in the Hispanic world.
2. Communicate orally and in writing in a variety of meaningful real life activities moving toward the novice high/intermediate level of proficiency on the national ACTFL scale (American Council on the Teaching of Foreign Languages).
3. Greet and express leave-taking phrases by comparing and contrasting appropriate phrases used in Spanish speaking countries.
4. Express likes and dislikes/wishes and preferences.
5. Obtain information about people, places and things.
6. Describe self, family and friends and understand the value of family in the Hispanic world.
7. Express feelings.
8. State future plans.
9. Talk about daily routines.
10. Order in a restaurant in a culturally appropriate way.
11. Recognize the use of the past tense and talk about some events in the past using the most frequently used verbs in the preterite.
12. Apply technology to the language-learning process and the acquisition of cultural information through the utilization of electronic workbooks, web-based activities, language lab, and smart classroom facilities.

## Student Services:

At Moorpark College we support our students! Moorpark College has a Student Health Center, Counseling Center, Career Transfer Center, a Scholarship Office, a Veteran’s Resource Center, a Learning Center and other resources. For complete information and hours please go to: <http://www.moorparkcollege.edu/sites/default/files/files/services-for-students/ss_syllabus_spring_2018-v2.pdf>

**Communication Guidelines:** Keeping the lines of communication open is very important for your success in this course. As the facilitator of this course I will make myself available as much as possible, but in order to ensure I respond on a timely manner and you know what to expect please follow these guidelines below:

**Q&A Discussion** *( Preguntas y Respuestas)*: The primary way to communicate with me regarding any course general questions about class content, course, materials, homework, etc… will be through this discussion forum on Canvas. Utilizing this forum will ensure that I respond faster, and allows the entire class to get their questions answered and to pitch in the process as well. We can help one another and respond to each other’s’ questions through this platform. I will be checking this platform multiple times a day on a daily basis from Monday-Thursday and you can expect your questions to be answered within a 24 hr period at the most through this platform from Monday- Thursday. If you post a question during the weekend please expect there might be some delays, but your questions will be answered at the beginning of the following week at the latest.

**Email-policy:** Lastly, when you want to communicate with me about any personal concerns or issues with the course that require more privacy, as well as when we have any technical difficulties in our Canvas platform, feel free to email me. By restricting emails to only matters that are more personal I am able to have a quicker response to you. When emailing me you can expect me to respond within 24 hrs maximum from Monday-Thursday. If you email on Thursday evening or during the weekend, expect a response the following Monday.

## When emailing please follow these instructions or your email will not be answered:

* Include your complete name & class on the title and body of the email
* Write emails formally; remember we are in an academic setting: meaning proper greeting, body, and conclusion
* May address Profe Raquel or Profesora Olivera
* Ensure your email is about a more personal or private concern, if the question is general in nature please utilize our Q & A Discussion (Preguntas y Respuestas) as you will receive a faster response that way and you will be helping others along the way too.
* Double check if the information you are asking about has not been clarified through the syllabus or classroom documents/resources first, before asking. If information is already available in our program or class resources I will not answer the question, I will simply direct you to the source you should read to get your answer.

## Course Guidelines:

* Online courses are different from on-ground courses. Familiarize yourself with the concept of an online course by reviewing the Distance Education services and resources at [http://www.moorparkcollege.edu/online.](http://www.moorparkcollege.edu/online)

## Once this course has officially started, please access our webpage by clicking on My courses, then Canvas Homepage and select our course.

* The course is a fast-paced class (it is a transferable course and covers the same material as an on- site Spanish M01 course).
* The course is a 5-unit course. **The average amount of time spent per week for this course is at least 15 hours per week.** Even students with advanced language skills will have to invest approximately 15 hours weekly.
* It is essential to complete the assigned activities on schedule. Assigned chapter activities cannot be completed in one session--it is impossible, each chapter includes many, some of them more complex, tutorials, readings, and various interactive activities. Work out a reasonable schedule and assign regular time slots for participating and completing the activities of the online course. Falling behind with the material will gravely impede course progress and success.

## This course uses three different platforms—Canvas, *Portales, En vivo*—all of them come together in Canvas.

**General information:**

The class will be run using 3 platforms:

1. **Canvas:** This is the website that you will need to check every day for announcements, participate in discussions, follow the overall road map of the course, turn in reflections and compositions and check grades from all 3 platforms: Canvas, VHLCentral (Supersite Plus), and En Vivo) will be posted in the Canvas site “Grades.”
2. **Portales** (VHLCentral website): This is the website/ platform that comes with the e-code you will purchase, and it’s where you will do most of your day to day online

homework exercises dealing with grammar and culture. This is also where you will do your online exams. Most of your actual time will be spent in this website watching tutorials and completing exercises to master a topic.

1. **En Vivo**: This is the website that runs the program where you will be practicing your speaking skills with a coach from a Hispanic country once a week. You will need to enroll and select a specific day and time for your weekly meetings. Sessions can be in groups from 1-3 students.

* Connect with other students, especially those you meet via the En vivo section. To communicate, use the class email system provided through Canvas. It is a lonely class when there is no interaction. Peers can help each other to remain motivated. If there are any general questions or problems with the system, the programs, or the class, post your question on the discussion board: Preguntas y respuestas (Question and answer). There is a good possibility that other students have the answer as they face the same challenges and I will access the site regularly.
* In this class we will communicate online, i.e. via the Internet. It is expected that you be respectful at all times. It is an academic environment, so please be respectful and formal in your writing at all times. No form of foul language will be tolerated and students who utilize inappropriate language will be subject to dismissal from the class.
* Extra credit opportunities are limited in this course and are provided only once per chapter. Students will receive notice ahead of time when such an opportunity arises. Extra credit will be used to make decisions when students are between grades at the end of the semester. **Students are not allowed to ask for additional extra credit opportunities or assignments.**

**Smarthinking: Free Online Tutoring:** Log in via the vcccd portal or via the Campus website (Student Services). Hours: Sun-Thurs 6-8PM.

**Canvas :** Check our Canvas website regularly. The class lessons are outlined on the **Content** page.

* **Modules :** This will be one of the most important tabs in our class website. Under content you will find an introductory module, and modules for subsequent chapters. A module is simply a tab that will provide you with a road map on what to do first and when activities are due. Modules have activities or assignments listed along with the due dates.
* **\*Note you must complete entire Introductory module before Friday, January 12, 2018 in order to remain in the course, any student who do not complete the module by that date will be dropped from the course.** Completing this requirement constitutes attendance and participation in an online course like ours and any student who is not participating in the course and does not comply with this requirement will be dropped.
* **Canvas emails/announcements:** Read the **Announcements** tab and your **emails** regularly as to be informed of the class proceedings and course feedback.
* **Canvas Questions & Answers Discussion**: This class includes a “Questions and answers” (Preguntas y respuestas)” discussion topic. The objective of this discussion topic is to encourage students to ask questions and exchange information with their peers and instructor. I will access the “Preguntas y respuestas” board regularly to monitor and answer any question that students might have and I encourage all students to do the same. This is a space for students to get their questions answered regarding the course content or assignments. Please use this space instead of emailing your instructor, as this forum will make it more time efficient for your instructor to answer and will also allow other students to see answers about questions that they probably had as well. If your question is regarding a more personal matter then utilize email, otherwise, this space will be the primary question and answer outlet for students to use.

\*Each chapter will have its own question & answer discussion

## Canvas Culture Assignments

This section will deal with cultural topics/articles/events to discuss about the Hispanic/Latino culture. Students will be able to discuss about impressions and ideas based on the readings or videos. Students can also comment on their own experiences based on similar ideas.

## Canvas Chapter Discussions:

Discussions will have 3 components with 2 deadlines: 1st deadline- answer post/create thread; 2nd deadline comments /answering comments

**#1- Answering post**- the first component is to answer the required question in Spanish by uploading a small **video file** along with a **written transcription/summary of what was said (for accessibility purposes).** Each discussion will also ask you to provide an image that you will need to upload or show in your video. You must upload or show the image and answer all the questions in order to receive full credit

\*While this component might be a bit uncomfortable at first it really helps your listening comprehension and your ability to express yourself in the target language. We are in a learning environment and this exercise will be useful and will allow you to get to know your classmates at a deeper level.

**#2- Three Comments**-Secondly, after the deadline to answer the post, students will have a new deadline to comment on 3 other posts from students in class through a **brief written message**. Students need to comment on the post above & below their own comment to ensure everyone receives a comment, and they may choose their last post to comment on. If there is no comment below you then comment on the following 2 comments above your own or vice versa.

You must turn in the discussion **ON TIME** and you must answer all the components in Spanish, as well as upload an assigned picture in each discussion. **NO LATE discussions will be accepted.** The objective in this discussion is to encourage getting to know one another in a more personal assignment where students get to utilize what they learn in the chapter to talk about their own lives and interests. In order to see other’s responses, you must upload your response first.

**#3- Answering comments**- Answer to at least one of the comments made on your thread by your classmate.

* **Canvas Assignments**: This course includes at least two compositions. Always be aware of due dates on Canvas calendar or content modules. En Vivo reflections will also be located in this section.
  1. **Composiciones**:. The grade in this composition will be based on the quality of work according to the grammar section being tested. Grammar, punctuation, and organization are taken into account as well when grading this composition. See the rubric on composiciones for further information.

Students will be asked to revise, correct and re-write the compositions in order to improve on their initial performance.

* 1. **En Vivo Reflections:** Each chapter students will have to write an En Vivo reflection based on their experience in their language coaching session. Questions in these sections will relate to classroom content. The grade in these reflections will be based on the quality of student responses based on the composition rubric. The questions in these reflections are guidelines, sometimes your En Vivo coach might not address the answers to all of the questions, in those cases research online if possible, and if not adjust your response to relate to yourself instead. Since every En Vivo session is different there is a high chance that you will need to adjust some of your answers. As long as students stay within the topic of the reflection and integrate as much of their En Vivo experience as possible there won’t be any issues.

## NO LATE CANVAS ASSIGMENTS INCLUDING: REDACCIONES, REFLECTIONS, & FINAL

**COMPOSITION will be accepted.** As this is a very fast paced course, it is important to turn in these assignments on time in order to receive feedback.

**PORTALES WEBSITE:** The class uses the online interactive site of *Portales*, which includes listening, reading, and writing activities. This is the platform you will use to complete most of your course homework outside of the Canvas website. This website is basically your textbook and workbook online. This is also the place where you will take your chapter exams. Once you purchase a code, you will be able to sign up <https://www.vhlcentral.com/home>, and you will enlist in my course in order for me to access your assignments and grade them appropriately.

* Please note: You can enroll in my course on *Portales* by adding my last name: Olivera, and clicking on the Spanish M012018 course. **Section: 32288**
* Find all assigned activities from *Portales* site within the Portales website in the course dashboard, or contentactivities, only **those assignments with a DUE DATE are considered assigned.**

## -Assigned activities can be accessed 2 ways:

1. Once you log into https[://w](http://www.vhlcentral.com/user_session)ww[.vhlcentral.com/user\_session,](http://www.vhlcentral.com/user_session) you click the link under the *Portales* book cover. Then you click on assignments due and it will take you in order of context one assignment by one after you complete each one. The advantage to this option is that you most likely will not miss any assigned activities.

\*Ensure that you always watch grammar tutorials and read the lesson content first before completing the exercises. Do not miss those tutorials, they are in English and are your lecture.

1. Once you log into https[://w](http://www.vhlcentral.com/user_session)ww[.vhlcentral.com/user\_session,](http://www.vhlcentral.com/user_session) you click the link under the *Portales* book cover. Then click on the **content tab, then activities**. This way you have to select the appropriate chapter and click on all the sections so you do not miss any assignment. Only the assignments that have a deadline next to it are assigned. The disadvantage to this way of accessing the course content is that you might miss activities if you do not look carefully; however, it is helpful when you want to jump from one topic to another or somehow lose track of what activity you completed last.

* The class includes online vocabulary, structural, writing, and cultural activities and exams (pruebas).

## Most activities in the Portales program can be done up to 3 times, with the exception of: the Pruebas/Exámenes, True/false activities, Other multiple choice activities with only 2 choices, Open ended activities, Recording activities, Assessments.

* **Once an activity is begun, it has to be completed within one sitting**. If the activity is abandoned, then it will be recorded as one submission. Since students have 3 opportunities to complete most activities, they may review their first intent and redo the activity to achieve a higher score. The program takes the latest score received.
* The score (grade) for the class is cumulative; all of the assigned activities in each chapter matter. As a result, the class cannot be passed by only completing the exams. Activities, exams, and compositions must be completed correctly to receive full credit.

## The breakdown of the Portales activities is as follows: Activities (Structure) 40%, Quizzes10%, Culture 20%, Credit 10%, Chapter Tests 20%

* Carefully read the instructions for each activity.
* Many of the activities are computer-graded, thus allowing for immediate feedback. Make sure you follow the grammar structure in the examples. **No credit will be awarded to answers with missing or misplaced accents.**
* Cultural knowledge is worth **20%** of the Portales grade. Thus the course includes reading activities that focus on Hispanic/Latino/a culture. Students will have to research and write about cultural topics in the language. **These activities can either be completed with organized lists of words or short sentences. Students must write their own word lists, sentences or paragraphs and the answers must be limited to answering the questions. I will only accept responses that answer the question, if more information than asked for is given, the response will receive 0 points**.
* **DO NOT TRANSLATE WHEN WRITING COMPOSITIONS or open ended answers**. **Additionally, avoid copying and pasting any answers found on google. You will receive a 0 on the entire assignment if you do so.** Remember, if it is that easy for you to find, it is just as easy for me to do so. I will not hesitate to report you to college authorities. Use the chapter vocabulary and write compositions about the chapter theme in the tense being taught. Brainstorm in Spanish and then write simple short sentences form the words and expressions gathered during the Spanish brainstorming activity. I read all students’ work, hence I soon am familiarized with the individual student’s work and realize when students translate their compositions, use an electronic translator, or someone else completes their work.
* All compositions or class work that shows evidence of not having been completed by the students without help will receive an F. **Any use of electronic translators, plagiarized materials or outside help from someone (including tutors) on graded assignments is considered academic dishonesty**.
* Repeated offenses will be treated as academic dishonesty--see college catalogue for more information.

Cutting and pasting is plagiarism. If information is cut and pasted into the answer, the whole section will receive 0 points.

* After completing a chapter, read my comments and announcements in the News in the Canvas course home page. These comments are helpful in the language learning process and will improve students' grades.
* Turn in the work weekly at designated due dates. **Every assignment is due before 11:59 pm of the assigned date**. DO NOT wait until the last minute to complete the assignment. If everyone does this, the website might get over loaded and will work slower or even crash if everyone is trying to submit the assignment at the same time

# Portales Late policies :

* + Late activities in Portales (VHL Central) **ONLY will be accepted up to the end of the current chapter** but will receive **a flat 20% penalty.** For example, if you turn in your homework 1 day late the maximum grade you can receive is an 80%.
  + **Pruebas/Exámenes will receive a 30% penalty** (maximum grade you can get if you turn it in late is 70%)**.**

## Once grades have been recorded in our Canvas page they will not be changed.

* + **These policies are in place in case of emergencies, so that you are still able to receive some credit instead of a 0. Instructor will not take away the late penalty or make any exceptions regardless of the circumstances.**

For technical problems with Portales please use their support site, it functions well. You may notify your instructor regarding the issue but your instructor cannot fix the problem, the website has its own technical support for that and you should contact them and report the issue to be fixed.

* Should there be any problems with the activities, or with the schedule, contact me.

## Students are responsible for reviewing the “Grades” link on the Portales site on a regular basis. All graded material from the Portales activities will be recorded there.

**En Vivo**

This online course includes a live Spanish language learning component--*En vivo*. This section is an integral and mandatory part of the course. All students must sign up to participate in this online, small group (1-4 students from our course) virtual synchronous Spanish conversation section with a real-time language coach in Latin America or Spain for 30 minutes once per week, **starting the third week of class (From Monday, January 15, 2018 )**

**for a total of 12 sessions**. The schedule will be flexible as to offer all students the opportunity to include this speaking activity into their schedules. **If you have any technical problems with the site, contact**

[***support@linguameeting.com***](mailto:support@linguameeting.com) **and copy (cc) me**. Use the form provided to report your problems.

* To follow up on the oral language sessions, **students must participate in the discussion *Reflexiones* to receive credit for this course component. There are a total of five *Reflexiones*, one per chapter. You can only write these reflections if you actually attend En Vivo sessions.**
* **En Vivo** constitutes 20% of the overall class grade ( 15% En Vivo participation & 5% reflections). The break down for En Vivo participation grade is as follows:

## # of sessions attended

* **12-13 =100%**
* **10-11=90%**
* **8-9=80%**
* **6-8=75%**
* **5=70%**
* **4=60% ( need a minimum of 4 sessions to pass the course, you cannot pass the course with a lower attendance)**
* **0-3= 0%**

\*There is little room for making up sessions**.** For that matter, when you sign up for your session which will happen the same day and time on a weekly basis, ensure it is a time you can fully commit, where you will not have any distractions. **\*Read En Vivo Guide for further information or FAQ on the website for specific policies on “rescheduling” and “making up” sessions.**

## \*Please be mindful about students at the other end of the line, do everything possible to be in an environment that is distraction free, especially from sounds that may affect your conversation.

\***Also respect each other’s time, it is a very brief time where you get to practice what you are learning, you should start setting up your computer and testing your equipment at least 10 minutes before starting your session.**

\***The En Vivo Program begins January 22 and the last day to complete sessions is on April 29 2018**

**There are no sessions during Spring Break March 26 to March 31.**

**Oral Interview with Instructor:**

You will be required to meet online with your instructor once in the semester for an oral interview to evaluate your oral competency. **This meeting is a mandatory component of the course and students must meet with instructor in order to pass the course**.

**Oral Interview**: Starting from **week 7 to week 15,** instructor will be conducting one-on-one interviews with every student in the classroom to assess language competency according to the course materials covered throughout the semester. Like the rest of the components in this course, this is a MANDATORY component, meaning you must complete the interview in order to pass the course. Regardless of your actual % students who do not complete this exam cannot pass this course.

Students will be given a rubric and topics to prepare for this interview according to the current chapter being covered the day of the interview. The interview will last approximately 10 minutes and students will have the opportunity to sign up for the time that best suits their schedule. Interviews will be conducted online and live, students will not be allowed any materials during the interview and will require proof of identification during the interview. Further details will be explained as we approach the deadline.

**\*This oral exam will be similar in nature to En Vivo sessions that focus on your speaking skills. Make every effort to attend every En vivo session in order to gain the most practice possible to prepare you well.**

## Grading Guidelines:

1. ***PORTALES*= 35% (Grades at the Portales website, see section above on Portales for full breakdown)**.
2. **EN VIVO (LIVE LEARNING SECTION) =20% (**Ojo: All students must participate in this section to pass this course.)
   1. **Attendance, participation** in En vivo=15%
   2. **Reflection journal**--Total of five, one per lección=5%

## CANVAS ACTIVITIES (writing/cultural) =35%.

* 1. **Introductory module** via the Canvas website = 5%
  2. **5 chapter discussions** on the Canvas discussion board = 5%
  3. **Culture Assignments** via the Canvas website = 10%

**3.4 Midterm composition =**5% (Correction and expansion of selected Portales compositions L1-5) via Canvas

**3.5. Final Composition** =10% (Can only be submitted if you complete steps 1-3 before the composition) via Canvas

1. **INTERVIEWS W/ INSTRUCTOR = 10%** (Individual live online conference with instructor )

*►All the above activities are mandatory components of the course.*

*Students will not pass the course unless ALL these items have been completed and submitted.◄*

**Assignments, activities, tests or compositions must be completed by the student and only by the student, without any collaboration or help from another person, translator or electronic translator. SHOULD THERE BE ANY EVIDENCE OF HELP, THEN THE ASSIGNMENT WILL BE CONSIDERED AS PLAGIARIZED AND THE STUDENT WILL RECEIVE A GRADE OF 0 OR F.**

* If you decide not to take the class, drop it officially through WebStar in order to make your space available to your fellow students who wish to add this class. **You may be dropped by your Instructor if there is no visible student work and/or participation of at least 78% of the course material on any given week**



**Important Dates and Information**

JAN:15 Martin Luther King Jr. Holiday

JAN:19 Last day to drop WITH refund or credit.

JAN 26: Last day to drop WITHOUT a “W”.

FEB 9: Last day to apply for pass/no pass grading option

FEB 16-19 Presidents Day Holiday

MAR 8 @ NOON: Graduation & Certificate Petition Deadline

MAR 26-APR 1 SPRING BREAK campus closed

APR 20: Last day to drop WITH a “W”.

APR 26-27 Non-Instructional Days: no classes in session

MAY 14-18 Final Exams

MAY 18 @5:00 GRADUATION CEREMONY

\*Information for Full semester length classes only\*

For a list of other important dates, please see the Spring 2018 Academic Calendar at <http://www.moorparkcollege.edu/apply-and-enroll/academic-calendar/spring-2018>

## VCCCD Smoking Policy

In the interest of the health and welfare of students, employees, and the public, smoking is banned during any instructional, programmatic, or official district or college function, in all District vehicles, in all District buildings, and within twenty feet of the exit or entrance of any building. **Individual colleges may adopt a more restrictive policy.**

## Moorpark College Smoking Policy

Smoking, including the use of electronic smoking devices and the use of tobacco products, is prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by

VCCCD. Smoking, including the use of electronic smoking devices and the use of smokeless tobacco products, is prohibited in all vehicles owned by VCCCD, and at any event or activity on campus property. Furthermore, the use of nicotine products or nicotine delivery systems that are not regulated by the Food and Drug Administration (FDA) as cessation devices is prohibited in all indoor and outdoor spaces where smoking and tobacco use is prohibited. Products covered under this policy include, but are not limited to, cigarettes, cigars, pipes, water pipes (hookahs), electronic smoking devices such as electronic cigarettes and electronic hookahs, chewing tobacco, spit tobacco, snus, snuff, and dissolvable tobacco products.

***Title IX / Sexual Misconduct:*** Incidents of sexual misconduct can involve students and employees and include: sexual harassment, gender/sexual orientation based slurs, social media harassment related to sex/gender/sexual orientation/gender identity, sexual assault of any type, stalking (including text/digital stalking), dating/domestic violence, gender/sex-based hate crimes, etc. If you or another student has experienced any of these types of events, regardless of where they occurred or who the perpetrator may have been, please immediately contact your instructor, Dean or the Title IX Coordinator: Jennifer Kalfsbeek-Goetz ([jkgoetz@vcccd.edu](mailto:jkgoetz@vcccd.edu)). It is the responsibility of the College to investigate the matter and provide support and appropriate assistance to the student who may have been affected. Questions? Visit our website on TIX/Sexual Misconduct: [MC Title IX / Sexual Misconduct website](http://www.moorparkcollege.edu/departments/student-services/title-ix-sexual-misconduct) .

***STUDENT TECH SUPPORT for online, hybrid and classes that use Canvas***: Moorpark College has technical support for students studying online or using CANVAS in their classes! Contact INFO:

* Phone: 805-553-4188; Email: [MConlineSTUDENTsupport@vcccd.edu](mailto:MConlineSTUDENTsupport@vcccd.edu); Walk-in location: AA-101.
* Emails and calls during off hours will be returned within 1 regular business day.