Español 1020
Spring Semester 2017
MWF, 9:30-10:30, TEC 108
Instructor: Jenny Willmore
Instructor’s Office: Main 202
Instructor’s Cell Phone: (435) 760-6090
Office Hours: By appointment
Instructor’s Email: j.p.willmore@aggiemail.usu.edu, jenny.willmore@usu.edu

Course Fees:
The $24.00 course fee is used to staff and maintain the Language Lab (MAIN 004) and to pay teaching assistants who assist instructors in the classroom.

Course Objectives:

1) To apply the process of Spanish-language learning to the material found in chapters 1-7 of the required text program (Exploraciones 2e).
2) To provide students with language learning activities that advance Spanish language skill proficiency (especially speaking proficiency) to the level required for continued progress at the next course level (USU Spanish 201).

Note: This course has adopted the following standard IDEA course evaluation objectives (the objectives on which the semester-end course evaluations are based):

1. Gaining Factual Knowledge (terminology, classifications, methods, trends) - Essential
2. Developing skill in expressing oneself orally or in writing - Essential
3. Gaining a broader understanding and appreciation of intellectual/cultural activity (music, science, literature, etc.) – Important.

Required Texts:
Mary Ann Blitt and Margarita, Exploraciones + iLrn passcode (Second Edition), Heinle Cengage Learning, ISBN- 9781305252479. This is the text for both Spanish 1010 and Spanish 1020. It can best be purchased through the USU Bookstore or directly through the Publisher’s website: http://www.cengagebrain.com/shop/en/US/storefront/US?cmd=CLHeaderSearch&fieldValue=9781305252479

Note: It is strongly recommended that you do not purchase the book from any source other than the USU Bookstore or the publisher’s website. The ISBN number represents a special package created just for USU that includes the e-book, the printed text, and the iLrn passcode. The Bookstore and Publisher’s prices are the same (except the sales tax). It is better to buy from the USU Bookstore because you will not have to wait 3-5 days for mail delivery. But if you do buy it from the publisher, you can get the e-book and iLrn passcode almost immediately even though you may have to wait a few days for the printed textbook. DO NOT purchase a used textbook. If you do, you will still have to purchase the iLrn passcode that will cost you the same or more than had you purchased the special package.

Please understand that you are not purchasing a printed textbook; you are purchasing access to a learning program. The program includes an e-book that is not only an electronic version of the printed textbook, it is also an interactive version that integrates with iLrn and allows you to submit required activities directly through the e-book. The printed version is included in the program cost at no extra charge, meaning that the cost is the same with or without the hard copy. This means that you cannot “sell back” the book to the bookstore, nor should you sell it to another student (that would be very dishonest), because that student will receive another hard copy when he or she pays for access to the program.
Work in the Text:

Each chapter of the *Exploraciones* text is divided into several sections. The textbook pages and the e-book and Student Activities Manual activities that you should prepare in advance of each class practice session are indicated on the syllabus class schedule. Remember, these are to be prepared in advance of class. **Always do them out loud.** Doing them through the interactive e-book is always preferred because of the listening and video resources they contain and because you can submit most of the textbook (e-book) portion of the *iLrn* activities directly from the e-book. But there are some (those connected to the grammar tutorials) that you can only submit from your *iLrn* workstation. You can also submit the required e-book activities through your *iLrn* workstation. The required activities from the *Student Activities Manual* can only be submitted through your *iLrn* workstation. It is best to review your Assignment Calendar in your *iLrn* workstation each day to make sure you have submitted all the required textbook and *SAM* activities and to anticipate shortly due activities. Everything required will be on that *iLrn* Assignment Calendar.

You are required to submit the activities listed as *tarea obligatoria* in the syllabus and that have due dates assigned to them in the Assignment Calendar. For the ones accessible through the e-book, when you hold your cursor over the activity icon, if there is a due date, you know the activity is assigned. Some (but not all) of the paired and small group activities that do not have due dates assigned to them in the e-book or the *iLrn* Assignment Calendar and are categorized in the syllabus as “preparar para clase” may or may not be done during class time. You should still do as many of them as you can before class. This prepares you to do them well in class and you will benefit from the repeated practice. Remember, do everything in Spanish **out loud.** Reading silently is a waste of valuable study time.

Work in *iLrn*:

You must complete in your *iLrn* workstation all of the assigned activities (*tarea obligatoria*) that correspond to the e-book (*Exploraciones 2e Textbook Activities*) as well as those assigned activities that correspond to the Activities Manual (*Exploraciones 2e Activities Manual*) as part of your class preparation and study. If you do not complete them, your in-class practice will not benefit you to the extent necessary for your continued language skill development. All of the assigned *iLrn* activities must be completed by the dates specified on the Assignment Calendar in your *iLrn* workstation (also specified on the course syllabus class schedule). You have until one half hour before class begins to complete the activities assigned for that day.

Many of the activities are automatically graded and immediately give the correct answers. You are allowed **two attempts** at all these keyed activities, and you will not see the correct answers until after your second attempt or, if you make only one attempt, after the due date. Some of the activities are not automatically corrected and require feedback from the instructor. Return often to view the instructor’s feedback by going to the Results tab in *iLrn.* That feedback will be very useful to you. You will not see feedback for all the activities, but you will see it for many of them and in as timely a manner as possible for your instructor (usually within a week after the assignment falls due). It is easy to see which activities have received feedback because in the Results page (go there by clicking on the Results tab), they will be tagged with a feedback icon.

The instructor will grade each assigned activity that requires instructor review in both the e-book and the Manual. Full points possible will be given if the instructor judges work on the assignment to be your best effort. Bonus points may also be given for exceptional work. No points or reduced points will be given for hurried, incomplete, or careless completion (and it is careless not to go back and correct your own work). **Make sure that after completing activities that require you to write that you go back and read out loud what you have written and that you correct any errors before you submit each activity (including accent marks).**

**Important Note:** You may do the assigned activities late, but **no points** will be awarded and **feedback will**
probably not be given.

Partial Exams:

Three partial exams during the semester—each covers two chapters—will assess the language skills that you have developed during the study of those two chapters. Each partial exam will assess your skills in listening comprehension, grammar and vocabulary usage, reading comprehension, and writing competency. Graded exams will be returned to you and reviewed briefly within two or three class sessions following the exam. Because the exams are program exams, you will not be able to keep your exam, but you may review it further with the instructor during office hours.

Final Exam:

The comprehensive 2-hour final exam given at the conclusion of the semester during final exam week will assess both your knowledge of material contained in the final chapter and the cumulative knowledge and Spanish-language skill you have developed during the entire semester.

Grading:

The instructor will determine your grade based on the number of points accumulated against the maximum points possible. Grade distribution will be as follows: above 94% = A, 90-93.99% = A-, 86-89.99% = B+, 83-85.99% = B, 80-82.99% = B-, 76-79.99% = C+, 73-75.99% = C, 70-72.99% = C-, 60-69.99% = D, and below 60% = F.

Your grade will be calculated as follows:

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Exams</td>
<td>60%</td>
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<tr>
<td>Textbook Activities</td>
<td>14%</td>
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<td>Activities Manual</td>
<td>11%</td>
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<td>Attendance and Participation</td>
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<td>Pensamientos</td>
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<td>Midterm Interview</td>
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Spanish-only rule:

The language of the class is Spanish. Neither the instructor nor the students will speak English except on rare occasion—and only when the instructor allows—so that instructions regarding assignments are understood and questions relative to those instructions can be asked and answered. Should you need to discuss matters with the instructor in English, you must do so during the instructor’s office hours. This Spanish-only rule applies to whenever you are inside the classroom, including the several minutes before class begins and after it ends.

Class procedures:

You are to prepare for each class practice session by studying the sections from the text as indicated for each day on the class schedule (Horario de clases). That preparation includes 1) studying the assigned material and viewing the assigned grammar tutorials and videos, 2) completing assigned e-book and Manual activities (tarea obligatoria) online in your iLrn workstation, 3) doing/practicing as many of the other activities (preparar para clase) from the e-book (textbook) as your study time permits so that you are well prepared to repeat those activities in class. Class discussions and activities will be based on what you have prepared from the text and Manual. We will repeat some of the activities that you have already done online, but some of class time will be spent doing other activities that reinforce what you have practiced. Make sure as you complete the online
activities and as you read from the text that you say everything you read out loud. The idea is that you come to class already having gone through most or all of the material at least once. Class time will then reinforce and clarify that material through communicative activities. Here is a summary of the way the course works:

1. The student prepares for class through regular personal study, which includes studying the text, viewing the applicable iLrn tutorials, and doing the assigned e-book and Manual activities. This step is key. If you do not come to class prepared, you will not benefit from the language practice that the instructor orchestrates during the class.

2. Class time is devoted almost entirely to communicative activities from the book or otherwise designed by the instructor that develop and practice language skills, especially speaking skills.

3. The instructor gives good, timely feedback individually on the student’s work in the e-book and Manual to correct errors and misunderstandings, and the student reviews that feedback.

4. The student meets with the instructor during his/her office hours if extra help is needed.

5. The student’s skills are evaluated through exams that test the language skills learned.

Some of the iLrn e-book activities ask you to record your voice (sometimes alone and sometimes with a partner). At the beginning of each new chapter, you will be assigned a study partner with whom you will complete the iLrn activities that require you to record with a partner. If for any reason you cannot record the activity with that partner, find another partner, or do the activity alone and record yourself. It is best to do as many of the partner recordings with a partner as you can. However, the requirement is that you do a minimum of one recording per week with your partner.

Important Note: When recording with a partner using the same computer (when only one of you is logged in), make sure you state your name and your partner’s name at the beginning of your recording, and then make sure that you log in to your own iLrn workstation and record an explanation that you have recorded the activity with your partner while logged in to his/her workstation. Only then will you both receive credit for the activity. YOU MUST LOG IN TO YOUR OWN WORKSTATION OR THE INSTRUCTOR CANNOT GIVE YOU CREDIT FOR THE ACTIVITY.

Spanish Keyboard:

Learn how to produce written accent marks, the ñ, and other diacritical marks using your computer keyboard. You may learn the shortcuts (different for PC and Mac), and there is a tool in iLrn that allows you to write accents, upside down exclamation points and question marks, and the ñ without having a Spanish keyboard, but it is recommended that you change your keyboard to a Spanish keyboard and use it while doing the work in iLrn so that you are well practiced for when you have no tool. You will find instructions on how you change your keyboard at the end of this syllabus.

Additional very important advice:

Attend class every day and be on time. Prepare yourself well for class and participate enthusiastically in class activities. Remember, work required in the e-book and Activities Manual falls due a half hour before class on the day it appears on the course schedule and on the assignment calendar in iLrn. Practice with your classmates and others outside of class as often as possible (study groups are a very good idea). Remember, anything you read in Spanish should be read out loud.

The Exploraciones learning program is just that: a program. The methodology works only if you do the entire program, meaning all the tutorials and activities in their appropriate sequence. If you skip a portion of the sequence, you are unprepared for the next portion. USU Spanish 1010 and Spanish 1020 are 4 credit-hour
courses. By standard expectation, this means a minimum of 1½ hours of quality personal out-of-class study for every credit hour. If you are a "full-time" student, this means a 40-hour workweek. The normal load for a student is 16 credit hours. Times that by two and a half and you get 40 hours. It is true that a student may need to spend more than 40 hours a week because of his or her aptitude or lack of prior preparation. But the 1½-hour outside-class to 1-hour credit-hour ratio as a minimum requirement is not excessive. If you are spending 1½ hours for each of the 4 credit hours, you are spending 7 hours (the extra 1 hour of class time not scheduled + 6 hours) per week studying Spanish outside of class, plenty of time to accomplish the program as it is prescribed, meaning ALL the required activities in iLrn.

You, the student, are responsible for your preparation for class. **Regular Diligence** is a must. During class sessions, the instructor will orchestrate activities that provide you with additional language skill practice and development based on your preparation. The goal is that during 40% of class time you are speaking the language and during the other 60% (remember the Spanish-only rule) you are listening to it. If you have not adequately prepared for class, you cannot benefit from the communicative activities carried out during class sessions.

Improving your Spanish speaking and listening skills is the purpose of class time. You need to buy into the idea that you are not simply preparing for exams; you are preparing for an increasingly rigorous learning program that demands that you communicate at a certain level in the target language so that you are ready for the next level. Learning a second language can only be accomplished through rigorous practice. If you choose to cut short your preparation, you reduce the effectiveness of class-time practice; if you miss a class, you fall behind in your practice. Language is a skill. Compare it, if you like, to obtaining any other skill: musical, athletic, etc. For example, you cannot become an accomplished pianist unless you practice, and the more you practice, the sooner you reach a skill level that allows you to acquire more complex skills. As a piano student, you cannot move on to **Book Two** until you have mastered **Book One**—no piano teacher would allow you to do so. Think of Spanish 1010 as **Book One**, Spanish 1020 as **Book Two**, Spanish 2010 as **Book Three**, etc. If by the end of the semester you have not mastered the skills required to move on to the next level, you will be woefully and painfully unable to keep up with the rigorous skill development at that next level. Unfortunately, unlike the piano teacher, the university instructor cannot keep you from registering for Spanish 1020, 2010, or 2020 if you received a B or a C in the previous class in the sequence. But the Spanish 1020, 2010, or 2020 instructor must and will assume that you have mastered the skill of the previous **Book** and will teach the course with that assumption. He or she has no other choice, because he or she must prepare the class members for the next level. The reality of it all is that if you do not earn an A in Spanish 1010, you are not prepared for Spanish 1020. Keep this all in mind when you are tempted to forgo a day’s preparation for class or miss a class practice session.

**USU Plagiarism Policy:**

Plagiarism includes knowingly “representing, by paraphrase or direct quotation, the published or unpublished work of another person as one’s own in any academic exercise or activity without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials” (Code of Policies and Procedures for Students, Article V, Section 3A.1). The penalties for plagiarism are severe. They include “#1) warning or reprimand and #2) grade adjustment” (see: Article VI, Section 1A): Other penalties may also be imposed at the Dean’s discretion. These include probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees.

Note: Writing in English and then using an online translator to convert your English into Spanish will not help you improve your language skills and will be considered plagiarism. Use online dictionaries to help you with words or phrases, but do NOT use programs that convert your writing from English to Spanish.
USU Students with Disabilities Policy:

“Reasonable accommodations will be provided for all persons with disabilities in order to ensure equal participation within the program. If a student has a disability that will likely require some accommodations by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (797-2444), preferably during the first week of the course. Any request for special consideration relating to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials can be provided in alternative format, large print, audio, diskette, or Braille.”

Your instructor, Jenny Willmore, invites you to enroll in the following course.

Course: USU Spanish 1020 - Spring 2017
Code: FPDJFB997
Book: Exploraciones 2nd Edition iLrn: Heinle Learning Center

Creating a Quia Account

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to http://books.quia.com and click Students, then click Create a new account.
2. Select a username and password and enter your information, then click Submit.

Note: Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

Entering the Book Key and Course Code

Enter the book key and course code to complete the enrollment process. You may already have a book key, or you may need to purchase a book key. Depending on your situation, use one of the procedures below. If you activated the book for a previous course, you can start at step 4 of I already have a book key below.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the Enter field and click Go.

Note: Book keys can only be used once. Your book key will become invalid after you use it.

I already have a book key

2. At the top of the page, enter your book key and click Go.
3. Click Confirm to confirm your registration information. Your book will appear under the My books heading.
4. Beside the book listing, enter the course code FPDJFB997 in the Enter course code field and click Go.
5. If necessary, select a class or section and click Submit.

I need to purchase a book key, or would like to access a free 3-week trial.

2. At the top of the page, enter the course code FPDJFB997 and click Go.
3. If necessary, select a class or section and click Submit. The course and books will appear under the My classes heading.
4. Locate the book and click buy.
5. Proceed through the purchase process. If you are not ready to purchase your book key and would like to access a free 3-week trial, follow the instructions on this page. Note that 3-week trials are not available for all titles.

Note: If the buy link does not appear in Step 4, contact your instructor for information about obtaining a book key.
Horario de clases:

PRIMERA SEMANA
9 enero  Introducción al curso

11 enero  CAPÍTULO 8 (¿Qué haces dentro y fuera de la casa?)
          Exploraciones léxicas 1 (páginas 262-263)
          Conexiones culturales: Los deberes de la casa (264-265)
          Exploraciones gramaticales 1 (266-268)

13 enero  CAPÍTULO 8 (¿Qué haces dentro y fuera de la casa?)
          Exploraciones gramaticales 2 (269-272)
          En vivo (273)
          Lectura (274-275)

SEGUNDA SEMANA
16 enero  Día festivo – No hay clases

18 enero  CAPÍTULO 8 (¿Qué haces dentro y fuera de la casa?)
          Exploraciones léxicas 2 (276-277)
          Conexiones culturales: El entretenimiento (278-279)
          Exploraciones gramaticales 3 (280-282)

20 enero  CAPÍTULO 8 (¿Qué haces dentro y fuera de la casa?)
          Exploraciones gramaticales 4 (283-285)
          Lectura (286-287)
          Redacción (288)

TERCERA SEMANA
23 enero  CAPÍTULO 8 (¿Qué haces dentro y fuera de la casa?)
          En vivo (289)
          Exploraciones profesionales (290-291)
          Exploraciones de repaso (292-295)

25 enero  CAPÍTULO 9 (¿Qué pasó?)
          Exploraciones léxicas 1 (300-301)
          Conexiones culturales: Festivales y celebraciones (302-303)
          Exploraciones gramaticales 1 (304-306)

27 enero  CAPÍTULO 9 (¿Qué pasó?)
          Exploraciones gramaticales 2 (307-310)
          En vivo (311)
          Lectura (312-313)

CUARTA SEMANA
30 enero  CAPÍTULO 9 (¿Qué pasó?)
Exploraciones léxicas 2 (314-315)
Conexiones culturales: El tráfico y los accidentes (316-317)
Exploraciones gramaticales 3 (318-320)

01 febrero  CAPÍTULO 9 (¿Qué pasó?)
Exploraciones gramaticales 4 (321-323)
Lectura (324-325)
Redacción (326)

03 febrero  CAPÍTULO 9 (¿Qué pasó?)
En vivo (327)
Exploraciones profesionales: El orden público (328-329)
Exploraciones de repaso (330-333)

QUINTA SEMANA
06 febrero  CAPÍTULO 9 (¿Qué pasó?)
REPASO

08 febrero  EXAMEN: CAPÍTULOS 8 Y 9

10 febrero  CAPÍTULO 10 (¿Adónde vas a viajar?)
Exploraciones léxicas 1 (336-337)
Conexiones culturales: La industria del turismo (338-339)
Exploraciones gramaticales 1 (340-342)

SEXTA SEMANA
13 febrero  CAPÍTULO 10 (¿Adónde vas a viajar?)
Exploraciones gramaticales 2 (343-346)
En vivo (347)
Lectura (348-349)

15 febrero  CAPÍTULO 10 (¿Adónde vas a viajar?)
Exploraciones léxicas 2 (350-351)
Conexiones culturales: lugares excepcionales (352-353)
Exploraciones gramaticales 3 (354-356)

17 febrero  CAPÍTULO 10 (¿Adónde vas a viajar?)
Exploraciones gramaticales 4 (357-359)
Lectura (360-361)
Redacción (362)

SÉPTIMA SEMANA
20 febrero  Día festivo (Monday’s class will be Tuesday this week only)

21 febrero  Note: This is a Tuesday. The USU Academic Calendar schedules Monday classes on this Tuesday because of the Monday holiday
REPASO

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<th>CAPÍTULO 10 (¿Adónde vas a viajar?)</th>
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<td>22 febrero</td>
<td>En vivo (363)</td>
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<td>Exploraciones profesionales: La seguridad de aeropuertos (364-365)</td>
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**OCTAVA SEMANA**

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<td>27 febrero</td>
<td>Exploraciones léxicas 1 (374-375)</td>
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<td>Conexiones culturales: La moda (376-377)</td>
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<td>Exploraciones gramaticales 2 (381-384)</td>
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<td>03 marzo</td>
<td>Exploraciones léxicas 2 (388-389)</td>
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<td>Conexiones culturales: Las artes tradicionales (390-391)</td>
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<td>Exploraciones gramaticales 3 (392-394)</td>
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**SEMANA DE VACACIONES: 06 marzo – 10 marzo**

**NOVENA SEMANA**

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<td>Redacción (400)</td>
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**DÉCIMA SEMANA**

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<td>20 marzo</td>
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<td>22 marzo</td>
<td>Exploraciones gramaticales 2 (417-420)</td>
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24 marzo  CAPÍTULO 12 (¿Qué será de nuestro planeta?)
Exploraciones léxicas 2 (424-425)
Conexiones culturales: El reino animal (426-427)
Exploraciones gramaticales 3 (428-430)

UNDÉCIMA SEMANA
27 marzo  CAPÍTULO 12 (¿Qué será de nuestro planeta?)
Exploraciones gramaticales 4 (431-433)
Lectura (434-435)
Redacción (436)

29 marzo  CAPÍTULO 12 (¿Qué será de nuestro planeta?)
En vivo (437)
Exploraciones profesionales: La ingeniería ambiental (438-439)
Exploraciones de repaso (440-443)

31 marzo  CAPÍTULO 13 (¿Es tu vida una telenovela?)
Exploraciones léxicas 1 (448-449)
Conexiones culturales: El cortejo (450-451)
Exploraciones gramaticales 1 (452-454)

DUODÉCIMA SEMANA
03 abril  CAPÍTULO 13 (¿Es tu vida una telenovela?)
Exploraciones gramaticales 2 (455-458)
En vivo (459)
Lectura (460-461)

05 abril  CAPÍTULO 13 (¿Es tu vida una telenovela?)
Exploraciones léxicas 2 (462-463)
Conexiones culturales: ¡De película! (464-465)
Exploraciones gramaticales 3 (466-468)

07 abril  CAPÍTULO 13 (¿Es tu vida una telenovela?)
Exploraciones gramaticales 4 (469-471)
Lectura (472-473)
Redacción (474)

DÉCIMOTERCERA SEMANA
10 abril  CAPÍTULO 13 (¿Es tu vida una telenovela?)
En vivo (475)
Exploraciones profesionales (476-477)
Exploraciones de repaso (478-481)

12 abril  Examen: CAPÍTULOS 12 Y 13

14 abril  CAPÍTULO 14 (¿Qué haces en una emergencia?)
Exploraciones léxicas 1 (484-485)
Conexiones culturales: Manteniéndonos saludables (486-487)
Exploraciones gramaticales 1(488-490)

DÉCIMOCUARITA SEMANA
17 abril  CAPÍTULO 14 (¿Qué haces en una emergencia?)
Exploraciones gramaticales 2 (491-494)
En vivo (495)
Lectura (496-497)

19 abril  CAPÍTULO 14 (¿Qué haces en una emergencia?)
Exploraciones léxicas 2 (498-499)
Conexiones culturales: Relaciones internacionales (500-501)
Exploraciones gramaticales 3 (502-504)

21 abril  CAPÍTULO 14 (¿Qué haces en una emergencia?)
Exploraciones gramaticales 4 (505-507):
Lectura (508-509)
Redacción (510)

DÉCIMOQUINTA SEMANA
24 abril  CAPÍTULO 14 (¿Qué haces en una emergencia?)
En vivo (511)
Exploraciones profesionales: la medicina (512-513)
Exploraciones de repaso (514-517)

26 abril  CAPÍTULO 14 (¿Qué haces en una emergencia?)
REPASO

28 abril  Repaso para el examen final

SEMANA DE EXÁMENES (02 mayo – 06 mayo)
1 mayo  9:30-11:20
EXAMEN FINAL DE DOS HORAS:
HOW TO CHANGE YOUR COMPUTER KEYBOARD TO SPANISH

If you have a PC:

1. Go to your start menu.
2. Open up the control panel.
3. Find “clock, language, and region” and open it.
4. Under “region and language”, click on the link that says “change keyboards or other input methods”.
5. Select “change keyboards”. Another window will open up that says, “text services and input languages” on the top.
6. Click on “add”.
7. Scroll down on the list of languages and find “Spanish”.
8. Select it, expand the keyboard tab, and select the keyboard and click “ok”.
9. Click “apply”.
10. Your keyboard will appear in the lower right hand screen on the task bar. You can select the small box that says "EN" and change it to Spanish. While in Spanish it will say "ES".

If you have a MAC:

1. Go to the apple icon in the left upper corner of your screen.
2. Go to your System Preferences.
3. In the Personal bar, go to International.
4. Go to Input Menu.
5. Select the language(s) (Spanish and U.S.)
6. Mark the box that says “Show input menu in menu bar”. This will put a flag up on your computer’s main menu bar. You can then change it back and forth from one language to the next. You can also open the keyboard viewer there so you can know which keys produce which figures.

You may also find the following links to videos helpful:

How to change your Mac keyboard from English to Spanish:  http://www.youtube.com/watch?v=-dhBkx1rIJE

How to change your PC keyboard from English to Spanish:  http://www.youtube.com/watch?v=Ld6eWzymQDQ
Nombre del estudiante: ____________________________________________________________

Entrevista con (nombre) _________________________________________________________

What did you discuss in your interview?

What did you find that you did very well during your conversation?

What improvements would you like to make as a result of your conversation?