INSTRUCTOR INFORMATION

Instructor: Suliana Hurtado and Sherrie Ray-Treviño
Office: CHARTS Building 432 and 437
Mailbox: CHARTS 4th Floor Administration Office
Hours: T&R 1:30 PM - 4:00 PM or by appointment only.
Phone: 501-812-2312 (office) 501-812-2394 (office)
501-690-2754 (cell – text and phone)
Email: shurtado@uaptc.edu
sraytrevino@uaptc.edu

*CAll emails and telephone calls will receive a response within two business days.

Chair: Logan Oliver 501-812-2378 loliver@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*CIf your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

COURSE INFORMATION

Course delivery method: Face-to-face
Class days: Tuesday & Thursday
Meeting times: 9:25 AM - 10:40 AM
Classroom Location: CHARTS Building 224

CATALOG DESCRIPTION
Spanish 1311 is an elementary course designed to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. Prerequisites: None. Three (3) Credit Hours

Please contact Counseling Services at Pulaski Technical College if you have had 2 or more years of high school Spanish. You may test out of SPAN 1311 and go into a more advanced class for FREE! For CAPE testing information call (501-812-2395) or go to the Campus Center, Counseling Services 2nd Floor on Tuesdays or Wednesdays from 9:00 – 3:00 to take the free, short placement exam.

COURSE MATERIALS
For this class, we will be using an online learning management program called VHL Central.
1. Go to www.vhlcentral.com to create an account.
2. Click on “Create an Account” and follow the prompts.
3. If you do not have your Online Access Code yet, your instructor can issue you a 14-day grace period. To receive the grace code, you must complete the account set-up process and enroll in your instructor's course section.

If you have any questions, please contact your instructor. This program accompanies your textbook, Panorama, and will be where you complete all of your weekly homework online. Google Chrome is recommended when completing the online homework. For more information setting your account,
redeeming a Supersite PLUS w/ WEBSAM code, and enrolling in my course, please go to the website below and watch the tutorials.

TECHNOLOGY
This class requires technology access: this is the only way to complete your online assignments, assessments, and access study tools, media, your scores, instructor-student communication, and more. Students must have regular access to the Internet in order to check your email for updates, Blackboard for course information and the Vistas Supersite to complete/submit assignments. You must also need an earphone with a microphone in order to listen and record your responses. You can also complete your assignments in our library or at any public library or places with WIFI. Please make sure to use Google Chrome as your web browser when accessing the Vistas Supersite.

COMPUTER SYSTEM REQUIREMENTS:
You must install and have the following important components in your laptop:

1. The latest version of Adobe Flash Player. If you do not have one, go to Google and download a free version of Adobe Flash Player.
2. You must use Google Chrome as your web browser to access the Vistas Supersite. Other web browsers will not work properly with the Vistas Supersite.
3. Headphones or speakers, built-in or external
4. Microphone, built-in or external plug-ins are necessary for audio recordings assignments.

STUDENT HOW-TO VIDEOS
https://www.vhlcentral.com/screencasts/student?source=ua
It is extremely important that you work on the homework every day and not wait until the due date! Your first set of homework is due this Sunday. It is somewhat simple at the beginning but gets much more complicated very quickly, so it is important to keep up. Please note, assignments in the lab are graded.

If you are having a technical problem on the site, you will need to contact VHL Tech Support. Please contact VHL tech support at http://support.vhlcentral.com/ or Call Toll Free US/Canada at 1-800-248-2813.

*** All assignments for the week are due by 11:59 PM as scheduled in the schedule of classes. ***

MISSION STATEMENT
University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

INSTITUTIONAL LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES
UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy  
5. Professionalism  
6. Quantitative Literacy  
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

**DISCIPLINE / PROGRAM LEARNING OUTCOMES**

The main goal of this course is to learn to speak, understand, read, and write basic Spanish. More specifically, students should meet the proficiency goal as set forth by ACTFL (www.actfl.org) of Novice Mid – High by the end of SPAN 1311.

<table>
<thead>
<tr>
<th>Speaking</th>
<th>Express ideas with the covered vocabulary in simple sentences; pronounce all Spanish sounds with enough accuracy to be understood by a native speaker.</th>
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<tbody>
<tr>
<td>Listening</td>
<td>Develop perception of Spanish language sounds and their distinction from one another; comprehend ideas expressed within basic framework of learned vocabulary and grammatical structures.</td>
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<tr>
<td>Reading</td>
<td>Understand simple, nonliterary Spanish prose on non-technical, familiar topics; demonstrate comprehension by answering simple questions on reading passages.</td>
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<tr>
<td>Writing</td>
<td>Write in class and outside of class short compositions in Spanish on familiar topics with enough clarity to be understood without difficulty by a native speaker.</td>
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<tr>
<td>Culture</td>
<td>Demonstrate elementary knowledge of different countries and important aspects of their culture in the Spanish-speaking world.</td>
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**POLICIES**

**REPORT A COMPLAINT OR CONCERN**

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

**UA-PTC Attendance Policy**

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

**DEPARTMENTAL ATTENDANCE POLICY**

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester at the beginning of class. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the
classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who does not attend class within the first two weeks of the semester will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. – VHL Homework MUST also be COMPLETED by January 20th in order to not be administratively dropped from the course. Administrative Drop date is January 20th.

**COURSE SPECIFIC ATTENDANCE POLICY:**
- After 5 absences, your overall grade will be lowered by 10% per additional absence unless excused in advance. (Class related absences)
- Late work will be accepted only within 1 week of the original due date AND for a 5% penalty per day. This includes the VHL online work and all additional assignments. Please refer to the weekly class schedule in the syllabus for all assignment due dates other than the VHL. It is your responsibility to turn in homework on or before the due dates. The weekly schedule is located on Blackboard under “Start Here”.
  - If the assigned VHL homework is not completed by January 20th by 11:59 PM, students will be ADMINISTRATIVELY DROPPED from the course.

**COURSE POLICIES**
- The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)
- Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.
- Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**ADDITIONAL INFORMATION:**
To be SUCCESSFUL in this CLASS, you should:
- Come to class ready to learn and be respectful of others.
- Be an active learner by preparing for class at home and by completing the online activities on time.
- Review and memorize all material daily. Use [www.quizlet.com](http://www.quizlet.com) and Flashcards!
- Read grammar explanations in the textbook and study the tutorials on the VHL site.
- Ask questions about any explanations that you do not understand.
- Complete all assignments and try to USE the language outside of class!
- Check BLACKBOARD each day for updated Chapter PowerPoints, videos, assignments and announcements.
- Cell phones are prohibited during class.

**GRADING POLICY**
Students must earn a grade of “C” or better to pass the course. Letter grades will be based on the following scale:

- 90 to 100%  A
- 80 to 89%   B
- 70 to 79%   C
Elementary Spanish I – SPAN 1311-19
ACTS: SPAN 1013
Course Syllabus
Spring 2019

COURSE REQUIREMENTS & GRADES BREAK DOWN

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
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<tbody>
<tr>
<td>VHL Supersite PLUS (100 pts. /chapter)</td>
<td>400 pts</td>
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<tr>
<td>Chapter Exams (50 pts. /chapter)</td>
<td>200 pts</td>
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<tr>
<td>Spanish Compositions (50 pts. each)</td>
<td>100 pts</td>
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<tr>
<td>Spanish Language Presentation</td>
<td>100 pts</td>
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<tr>
<td>Quizzes</td>
<td>100 pts</td>
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<tr>
<td>Speaking Assessments (Oral Interview)</td>
<td>100 pts</td>
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<td>1000 pts</td>
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* Instructors have one week to provide feedback and post grades for all assignments. All grades will be posted in your course Blackboard shell.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**TAREA – HOMEWORK**
Homework comes from the Vistas Supersite. Therefore, it is very important for you to purchase an electronic access code. This type of homework requires some to extensive reading and writing. You will complete them on the days listed in the Vistas Supersite by 11:59 PM. All required homework will be open for two consecutive days. There are no late penalties for any homework as long as it is completed/submitted before the two-days grace period. However, five (5%) points per day will be deducted after the two days grade period until a zero is reached.

**QUIZZES**
Lesson quizzes come from the Vistas Supersite. All quizzes must be completed/submitted in the Vistas Supersite by 11:59 PM. You will have 30 minutes to complete/submit the quizzes. Once you open a quiz, you must take it. If you open a quiz and do not take it, you will receive a zero (0). NO make-up quizzes are allowed. All required quizzes will be open for two consecutive days. There are no late penalties for any quiz as long as it is completed/submitted before the two-days grace period. However, five (5%) points per day will be deducted after the two days grade period until a zero is reached.

**SPEAKING ASSESSMENT (Oral Interview)**
Students will be asked to take an oral interview. This interview is to assesses the student oral’s proficiency in the language and it will cover lessons 1-4. The interview is designed to facilitate the student’s progress toward increased fluency in Spanish. The dates and times will be assigned by your instructor during the last week of classes.

**SPANISH LANGUAGE PRESENTATION**
A digital story is created when someone uses pictures plus voice and/or videos to tell a story. In this case, you will tell your story in Spanish. Examples of digital stories can be found on Blackboard. Collect personal/family photos, images (google images is great), and/or videos of
yourself, friends and family members to help tell your story. Think about how you would describe yourself and your life (think about the compositions you have written in class and use them to prepare your digital story). Additional requirement/suggestions will be posted in Blackboard.

RECAPITULACION (lesson review/practice test)
Each lesson exam (including the final exam) has a lesson review called “recapitulación” that you must complete by 11:59 PM (the night before the lesson exam) in the Vistas Supersite.

EXAMS:
There will be four (4) exams and each lesson have its own exam. You will have 75 minutes to complete each lesson exam. Lesson exams will be open on the dates indicated on the Vistas Supersite and must be completed/submitted by 11:59 PM. All required exams will be open for two consecutive days. There are no late penalties for any exam as long as it is completed/submitted before the two-days grace period. However, five (5%) points per day will be deducted after the two days grade period until a zero is reached.

All assignments for this course should reflect your original work. Academic misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct. Giving or receiving unauthorized assistance in completing the requirements of this course will result in an F for the assignment. Please consult me if you have questions about plagiarism or how to avoid plagiarism. When in doubt, ask.

Academic Integrity
It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

Use of electronic translators in this course will be treated as academic misconduct, and, per UA-PTC policy, the student will receive an F for the assignment.

Accommodation Policy
Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.
Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**  
All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2)

**Sexual Misconduct**  
No person at the UA-PTC will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:  
Michelle Anderson, Director of Student Life and Leadership  
Campus Center Building, Room 216  
501-812-2756  
manderson@uaptc.edu

**Course Evaluations**  
Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

**Information Literacy**  
UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
### CALENDARIO DE CLASES, LECTURAS Y TAREAS

<table>
<thead>
<tr>
<th>Semanas</th>
<th>Lunes</th>
<th>Martes</th>
<th>Miércoles</th>
<th>Jueves</th>
<th>Viernes</th>
<th>Assignments in Panorama Supersite Due by 11:59 PM</th>
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<tbody>
<tr>
<td>10 de enero</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<tr>
<td>Semana 1</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
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<tr>
<td>15 y 17 de enero</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<tr>
<td>Semana 2</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>22 y 24 de enero</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<tr>
<td>Semana 3</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>29 y 31 de enero</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>Semana 4</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>5 y 7 de febrero</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>Semana 5</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>12 y 14 de enero</td>
<td>Students must have the electronic access code for the textbook for the second class</td>
<td>Must go over the pages listed below before coming to class</td>
<td>WebSam, Lab Manual &amp; Practice Test Due by 11:59 PM</td>
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<td>Semana 6</td>
<td>See Panorama Website</td>
<td>Lección 2 2.2 pp. 51.54</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
<td>Lección 2 2.3 pp. 55-58</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
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<td>19 y 21 de febrero</td>
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<td>Semana 7</td>
<td>See Panorama Website</td>
<td>Lección 2 2.4 pp. 59-61</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
<td>Lección 2 pp. 44-45 – Carrera Universitaria pp. 62-63 General Review</td>
<td>Online Lesson 2 Test</td>
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<td>26 y 28 de febrero</td>
<td>Assignments Calendar DUE at 11:59 PM</td>
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<td>Open Wed. Feb. 27 Due Fri. Mar. 1 by 11:59 PM</td>
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<td>Semana 8</td>
<td>See Panorama Website</td>
<td>Lección 3 Vocabulario pp. 69-73</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
<td>Lección 3 3.1 pp. 80-84</td>
<td>Composition 1 Due</td>
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<td>5 y 7 de marzo</td>
<td>Assignments Calendar DUE at 11:59 PM</td>
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<td>Tue. Mar. 5 by 11:59 PM in Blackboard</td>
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<td>Semana 9</td>
<td>See Panorama Website</td>
<td>Lección 3 3.2 pp. 85-87</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
<td>Lección 3 3.3 pp. 88-91</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
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<td>12 y 14 de marzo</td>
<td>Assignments Calendar DUE at 11:59 PM</td>
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<td>Semana 10</td>
<td>See Panorama Website</td>
<td>Lección 3 3.4 pp. 92-95 General Review</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
<td>Lección 3 pp. 96-97 General Review</td>
<td>Online Lesson 3 Test</td>
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<td>19 y 21 de marzo</td>
<td>Assignments Calendar DUE at 11:59 PM</td>
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<td>Open Wed. Mar. 27 Due Fri. Mar. 29 by 11:59 PM</td>
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<td>Semana 11</td>
<td>See Panorama Website</td>
<td>Lección 3 4.1 pp. 118-120</td>
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<td>26 y 28 de marzo</td>
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<td>Semana 12</td>
<td>See Panorama Website</td>
<td>Lección 4 Vocabulario pp.107-111</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
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<tr>
<td>2 y 4 de abril</td>
<td>Assignments Calendar DUE at 11:59 PM</td>
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<td>Semana 13</td>
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<td>5 y 7 de abril</td>
<td>Assignments Calendar DUE at 11:59 PM</td>
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<td>Semana 14</td>
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<td>12 y 14 de abril</td>
<td>Assignments Calendar DUE at 11:59 PM</td>
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<td>Semana 15</td>
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<td>19 y 21 de abril</td>
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<td>Lección 4 4.2 pp. 125-127 verbs e -&gt; i</td>
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<td>Lección 4 4.3 verbs e -&gt; ie o -&gt; ue e -&gt; i Worksheet</td>
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<td>Lección 4 4.4 pp. 128-131</td>
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<td>Semana 15 23 y 25 de abril</td>
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<td>Lección 4 pp. 132-133</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
<td>Lección 4 General Review</td>
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<td>Semana 16 30 de abril y 2 de mayo</td>
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<td>Oral Interview Lessons 1-4 During Class Time</td>
<td>See Panorama Website Assignments Calendar DUE at 11:59 PM</td>
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<td>Spanish Language Presentation</td>
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**Final Exam Schedule:** Spanish Language presentation during final weeks - Lessons 1-4.

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.