INSTRUCTEUR: Kim Karraker Bohnenkamp, Dept. Chair       E-MAIL: kim@mineralarea.edu
OFFICE: A&S bldg., office #7       PHONE/VOICE MAIL: 518-2207
OFFICE HOURS: MWF 9:50-11   T/Th 9-9:30       HOME PHONE: 701-1933

REQUIRED TEXTS: Hola, Amigos! (sixth edition) and CD package to accompany text.

COURSE OBJECTIVES:
1. to increase and refine students’ awareness of and appreciation for Spanish-speaking people and their cultures
2. to improve interpersonal communication skills in both English and Spanish
3. to improve students’ understanding of English
4. to understand simple to more complex expressions and sentences in Spanish
5. To seek out information by asking questions in Spanish and to understand the responses
6. To write and speak in sentences using a variety of tenses.

COURSE CONTENT: Chapters 6-12 in text and workbook.

LANGUAGE LAB: The use of the CD program which accompanies this text is required. Completion of the laboratory portion of the workbook is necessary PRIOR to taking each chapter test. You will find the lab manual beginning on page 151(for ch. 6 page 185) in the LATTER half of your text. If you do not complete the lab pages satisfactorily, five percent will be deducted from your chapter test.

WORKBOOK (WRITTEN): The workbook begins on page 3 (for ch.6 page 53) in the last half of the text. Although it is not required, it is highly recommended that these written exercises be completed on your own time. If you satisfactorily finish the workbook exercises and hand them in prior to the chapter test, you will receive a 5% bonus added to your chapter test score.

LATE WORK: Late work will NOT be accepted.

ATTENDANCE: Class attendance is mandatory. Each absence over three will lower your final grade 2%. Seven absences will lower the final semester grade one letter. Nine absences will result in the final semester grade being lowered 2 letters; eleven, three letters. Students arriving after attendance has been taken will be counted as tardy. Excessive tardiness will be counted as absences. Any student who misses the final exam will have his grade lowered one letter. If an exam is missed, it must be made up IMMEDIATELY upon the student’s return to class. Failure to do so will result in a zero for the exam.

COURSE GRADE: Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary Tests</td>
<td>33.3%</td>
</tr>
<tr>
<td>Chapter Tests</td>
<td>33.3%</td>
</tr>
<tr>
<td>FINAL</td>
<td>33.3%</td>
</tr>
</tbody>
</table>

Students with an “A” average in EACH of the TOP two areas may be excluded from the FINAL. This does not mean an “A” average for the two areas. Students who miss more than 3 class periods will be required to take the FINAL regardless of their grade at the end of the semester. Students who miss NO exams during the semester may drop their lowest vocabulary quiz and chapter test grades at the end of the semester.

ACADEMIC DISHONESTY: A student who submits, whether deliberately or accidentally, as his/her own work a paper which is in any part taken from another person’s writing without proper acknowledgement (quotation marks,) is guilty of plagiarism and will be reported to the Dean. The student will receive an “F” for the assignment.

Cell Phones are not allowed in the classrooms, nor the computer lab. When you are in a classroom, please turn your cell phone off and put it away. Getting a phone call in the middle of class or in a room full of students who are trying to study or take a test can be very disruptive. A student using a cell phone (in any manner) during class will be counted absent.

Any student who feels s/he may need an accommodation based on the impact of a disability under the Americans with Disabilities Act should contact me privately to discuss specific needs. Please contact the ACCESS Office at 573-518-2152 in Room 103 of the Arts & Sciences building to coordinate reasonable accommodations for students with documented disabilities.