**Advanced Workplace Spanish**

**Juan Ruiz**

**Rockdale Career Academy**

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**(770) 388-5677, ext.31153**

**Office hours- 3:00-3:45; Monday, Tuesday or by appointment**

**Descripción del curso**

The Advanced Workplace Spanish course focuses on the continuation of the development of communicative competence in the target language and understanding of the culture(s) of the people who speak the language. This course is directly linked to the CTAE pathway chosen by the student. By the end of this course, students will exhibit an increase in their proficiency level in all areas of the language: speaking, writing, listening, and reading.

**Clases**

All class information and materials for this semester will be found in the ItsLearning page for their Advanced Workplace Spanish class.

**Carpeta**

Students should create an online folder where they should keep all information regarding this class. The course’s folder is a notebook and a textbook. Copies of all documents provided to students as well as the students’ notes should go in the folder. The documents in the folder can be used to help review material throughout the year.

**Preparación**

Students need to look over their Spanish material every day, for a minimum of 15 minutes. This will help them to keep up with the material being learned. Spanish is like a performance art or a sport—one must build on what one knows in order to succeed. Just like playing sports or performing, one must practice to master the skill.

**Participación**

Participation is extremely important because the teacher will not know how much students are learning if they do not participate in class. Students will participate in daily class activities designed to help them to succeed. All activities are important and must be completed as and when instructed to ensure that students are learning the current material.

**Comunicación**

It is imperative to keep open and effective communication during the school year. If you have any questions, concerns or ideas, please contact me via email at [jruiz@rockdale.k12.ga.us](mailto:jruiz@rockdale.k12.ga.us) or call 770-388-5677, extension 31153 and leave a message.

**Ayuda tecnológica**

Students are expected to communicate with the teacher as soon as they experience any technology issues. If students require further help, they may contact the Digital Learning Specialist, Ms. Simmons, at [asimmons2@rockdale.k12.ga.us](mailto:asimmons2@rockdale.k12.ga.us) or call 770-388-5677 ext. 31175 if their laptop is working but are having issues accessing websites or apps. Please contact the INTEL, Ms. Miller, at undefined [hmiller@studentsrockdalek12ga.onmicrosoft.com](mailto:hmiller@studentsrockdalek12ga.onmicrosoft.com) or call 770-388-5677 ext. 31176 if their laptop is not working, will not connect to the Internet, or has physical defects or damage.

**Trabajo ausente**

When absent, the student is still responsible for all work and assignments covered in class. An absent student should use ItsLearning to obtain the missed information and work. Once this is done, the student should contact the teacher for additional help.

**Ayuda adicional**

Additional help is available for students who are actively engaged in class and show an interest in their education. It is the student’s responsibility to initiate contact with the teacher regarding tutorial. Tutorials will take place from 3:00 to 3:45 Mondays and Tuesdays or by appointment.

**Trabajo tardío**

All missing or late assignments will be recorded as zeroes and will remain as such until the assignments are completed. When student absences are excused, per state regulations, students shall be allowed to make up their work during their absence. If the final determination is that the absences are unexcused, students will be allowed to make up their work only if the [Request for Unexcused Late Work Submission.docx (sharepoint.com)](https://studentsrockdalek12ga-my.sharepoint.com/:w:/g/personal/abaskett_rockdale_k12_ga_us/Ee6VJ3_Gcz5MkTkvrMRKbjgBgReI26oMaM0GaPfahkOwXA?e=MRwaOs) is completed and accepted. Students have a minimum of 5 school days from the original due date to complete the plan on a late work submission request and submit the late work. All late work submission ends five school days prior to the first exam day. Long-term assignments (those worked on over two weeks or longer) are due as assigned; a student is responsible for this due date even if absent.

**Contenido del curso**

1st Semester

August- Workplace Spanish 1 review; stem-changing verbs- present tense; preterit tense; personal information; pathway vocabulary; culture- current event

September- regular/irregular verbs- present tense; preterit tense; people/professions; pathway vocabulary; culture- Hispanic Heritage Month

October- direct object pronouns; reflexive verbs; preterit tense; pathway vocabulary; culture- Hispanic Heritage Month, Day of the Dead

November- indirect object pronouns; preterit tense; idiomatic expressions; pathway vocabulary; culture- holidays

December- semester review; pathway vocabulary

2nd Semester

January- demonstrative adjectives; idiomatic expressions; video production; pathway vocabulary; culture- food

February/March- pathway vocabulary; irregular verbs- present/preterit tenses; idiomatic expressions; culture- current events

April- descriptions; prepositions of place; pathway vocabulary; preterit tense; imperfect tense; culture- current events

May-commands; pathway vocabulary; culture- sports

**Evaluación**

• Students will be graded using a point system with the following breakdown:

* 65%- Speaking, listening, reading, and writing practice; culture activities; quizzes (about 15 per semester)
* 35%- Projects; presentations (about 4 per semester)

• Final Exam: A comprehensive final exam will be given at the end of each semester.

**Expectativas de la clase**

All students are expected to:

1. be respectful of all others in the classroom.

2. abide by all Rockdale County Public Schools and Rockdale Career Academy rules.

3. provide their own work without the use of an online translator, other students or any native speaker.

4. demonstrate responsibility for their own actions.

5. follow all procedures outlined in the syllabus.

**Netiqueta**

Netiquette is a set of rules for behaving properly online. Your teacher and fellow students wish to foster a safe online learning environment. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working together, we can build a polite and respectful class environment. The following netiquette tips will enhance the learning experience for everyone in the course:

● Give other students the opportunity to join in the discussion.

● Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.

● Popular and appropriate emojis can be helpful to convey your tone, but do not overuse them.

● Communicate professionally.

● Be respectful of others.

● Share tips with other students.

● Keep an open mind.

● Think and edit before you push the “Send” button.

● Do not hesitate to ask for feedback.

● Using humor is acceptable

**Código de honor**

Students should at all times refrain from and discourage all attempts at lying, cheating, stealing and plagiarism.

“Lying” is any attempt to deceive, falsify, or misrepresent the truth in any manner. This includes, but is not limited to, school registration information, reasons for school absences and tardies, and responses to members of the school community.

“Cheating” is the use of and /or presenting of any unauthorized or prohibited aid in any assigned work.

“Stealing” is the taking of money or property belonging to another person, organization, team, school or the borrowing of the property without the knowledge of the owner.

“Plagiarism” is the presentation of someone else’s work and/or ideas as one’s own.

**Póliza de no-discriminación para estudiantes**

**Student Non-Discrimination Policy**

The Rockdale County Board of Education (“Board”) desires that all students receive the benefit of an adequate education.  With this view in mind, the Board prohibits unlawful discrimination against students because of race, color, national origin, sex, religion, age, or disability, or other protected group status or activity (e.g. opposition to prohibited discrimination or participation in the statutory complaint process) in its programs and activities or employment in its programs or activities.  In keeping with this commitment, the Board will not tolerate harassment, discrimination, or other unlawful treatment of its students.  As set forth herein, the Board designates the following employee of Rockdale County Public Schools (“District”) to handle inquiries regarding the District's non-discrimination policies:

Executive Director for Support Services

Rockdale County Public Schools

954 North Main Street

Conyers, Georgia 30012

T: (770) 483-4713

<http://portal.rockdale.k12.ga.us/about/ss/Pages/default.aspx>

See Board Policy

Descriptor Code: JCA

Civil Rights of Minors

**The instructor reserves the right to make changes to course content and/or grading procedures as needed.**