

Orientation for *Spanish 4 Online Course*
Irvine Valley College

Welcome to Spanish 4 Online! My name is Beatrice Tseng, and I will be your instructor for this course. Since 2002 I have been teaching this course using the Internet and look forward to another successful semester. This orientation contains pertinent information about this course. It is important that you carefully read all the information in detail before the start of the course. Should you have any questions, feel free to contact me at btseng@ivc.edu.

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Are Online Courses for You?

If you are considering taking an online course, take time to assess your academic strengths and weaknesses.

- Do you study well independently?
- Are you an initiator?
- Are you self-motivated to keep up with deadlines, reading, and assignments?
- Do you feel comfortable expressing yourself in writing and in Spanish?

Online courses aren't for everyone.

While some students thrive with the online approach, others say they are more vulnerable to procrastination and don't take the necessary initiative to seek help when they have questions. These students find the structure and personal interaction of the traditional classroom setting helps them do their best academic work.

Tips to help you avoid potential pitfalls when taking an online course.

1. Take the course and yourself seriously. Be sure to solicit the support and cooperation of those with whom you live. If they understand your need to focus at the computer regularly, your commitment to your online course will be easier to keep.
2. Make sure you have private space for study. Take a look at the location of your computer. Is it in the center of things or in a private nook? You may want to relocate your computer to a spot more conducive to study. Also, make sure you've got adequate space around your computer to spread out your work.
3. **Log on to your course every single day.** If you let too many days pass between contacts with your instructor and peers, you will lag behind, finding it difficult to catch up.
4. Take advantage of your anonymity. With the online format, you don't have to feel intimidated or upstaged by students who can speak faster than you because you can take all the time you need to think your ideas through and compose a response before posting your comments to your class.
5. Be polite and respectful. Being anonymous doesn't give anyone a green light to be unkind or thoughtless. Remember that you are dealing with real people at the other end of your modem, and respond to them in the same way you would like them to treat you.
6. Speak up if you are having problems. Because visual clues are not available, it is all the more important that you speak up with questions, problems understanding something, and technical glitches. Remember that if you don't understand something, chances are that several people have the same question. **Use the *Tablero de discusión* to post questions** and respond to your classmates' questions.
7. Apply what you learn. As in a traditional class setting, making the effort to apply what you study to a real life situation like watching Spanish TV programs, listening to Spanish radio stations, reading Spanish newspapers, and conversing with latinos in your neighborhood or work helps you put into practice the course materials. It is good experience to bring to your online participation, too.

Technical Specifications for Online Courses

The following is a list of basic requirements you must meet in order to be successful in completing this online course. In addition to the hardware and software requirements listed below, you should be very familiar with using the Internet, retrieving and sending email documents, opening and attaching word documents to emails, as well as a working knowledge of using Word.

- **Computer:**
PC: Pentium III or higher with Internet access, Pentium IV preferred
MAC: G3 or better
- **Operating System:**
PC: NT, 2000 or XP
MAC: OSX
- **RAM:** 1GB or higher
- **Internet Connection:** 56 kbps or higher speed
- **Sound Card:** Recommended with speakers
- **Cookies:** All users must be sure the cookies option is set to “Accept All Cookies”.
- **Plugins:** Audio and video can be found at <http://www.real.com>. Adobe Acrobat Reader at <http://www.adobe.com/products/acrobat>, Windows Media Player, and Microsoft Power Point are also recommended.
- **Browsers:** Internet Explorer (preferred), Safari (MAC), or Netscape Communicator.
- **Software:** You must have and know how to use Microsoft Word (MS). I will be sending Word attachments through email to you, and you will be required to send Word attachments back to me. You must have a working knowledge of Word in order to succeed in this course.

Please Note: AOL and COMPUSERVE browsers are NOT recommended. You may use AOL or CompuServe to connect, but you then need to use either the Netscape or Internet Explorer browser.

Technical Support Information

Blackboard is hosting and will **provide technical support** in case the server goes down or you have login problems. Blackboard’s help desk can be reached by phone by calling the toll free number (866) 940-8991 or by visiting the web at <https://support.blackboard.com/s/> or <http://www.socccd.edu/bbhelp/>

If you are having **problems with your IVC email account, call IVC technical support** at (949) 451–5696 (this number is only available M – F, 8:00 a.m. to 7:00 p.m.) or send an email to ivctech@ivc.edu. Have the following information ready: Student ID number and course ticket (section) number.

Course questions or problems are not to be emailed directly to the instructor; they **are to be posted in the “Café cibernético” in the Tablero de discusión**. I will monitor the board and post answers as required. I expect each student to also monitor the board and post answers when you are able. Individual or personal questions should be emailed to me at btseng@ivc.edu.

Email Access and Etiquette

Except for a dinner and a one hour conversation with the instructor, **all meetings will take place online. In order to participate in this course, you must have access to the Internet and the ability to read email messages as well as attached messages.**

You are required to have access to the IVC email address assigned when you registered for classes. **Your instructor will ONLY send messages to your IVC email account.** If you wish, you may forward your IVC email to whatever email service you normally use. **It is your responsibility** to update the forwarding address if you change email service provider and **to continually delete your messages so they won't take all your allocated space.** When this occurs, any messages sent will be returned.

All emails should be titled: “Esp4, Tarea de la semana # (or name of the assignment)” and the following **heading** must be included in the beginning of all email messages:

- **Your first and last name**
- **A phone number where I can reach you if needed**

You might want to create a template with the above heading to make it easier to create email messages.

After the heading, then start your email message. **Make sure to always send a copy to yourself (CC) when emailing assignments to your instructor** in the rare event that your message is lost in cyberspace.

How to Forward Your IVC Email Account to Your Personal Account

- 1) Log into the IVC web page at <http://www.ivc.edu/>
- 2) Click on the **E-mail** button and then on the **Student e-mail** button.
- 3) You will be prompted to enter the following information:
 - ✓ **Your username:** the first character of your name, your last name, and a number (btseng2). If you don't know your number, you can ask your instructor or request it at the Admissions Office by showing a picture ID.
 - ✓ **Your email password:** usually your PIN number plus two zeros or the last four digits of your SS# plus two zeros. If you don't remember your password, you can request it at the Admissions Office by showing a picture ID.
- 4) In order to change your password or forward your email from IVC to a personal or work account:
 - ✓ click on the “Options” tab above.
 - ✓ on the left menu bar, click on “Password” to modify your email password, or click on “Settings” to forward your email to other accounts.
- 5) Click on the **Save Changes** button.

Your First Login to the Class Website (Blackboard)

On Friday, 8 a.m., before the start of the semester, you will be able to enter our course's website. Go to IVC's website at www.ivc.edu and click on the *Blackboard* button. If IVC's website is down, you can use the following URL to access the course web site: <http://soccdd.blackboard.com>

Access your Blackboard site by clicking the Login button on the screen. You will then be prompted to enter your username and password:

- **Your user name is the first part of your IVC email account name.** If your name is Teresa Glamorosa and your IVC email account name is tglamorosa2@ivc.edu your username is tglamorosa2 (first letter of your name, your last name, and a number).
 - **Your password is the same as your email password.**
1. Enter your user name (example: tglamorosa2) and your password (PIN number) and then click on "Login."
 2. Once you login, you will be taken to your Blackboard site. The class you are enrolled in "Spanish 4" will be listed in the box named "My Courses" (top right). Simply click the link to enter the course.

Course Website Layout

1. The *Anuncios* section is used to communicate general updates on a weekly basis.
2. The *Documentos del curso* section contains the syllabus and its agreement, various "handouts" and answer key to assignments.
3. The *Actividades* section contains the weekly assignments' instructions (details on homework, exams, discussions, compositions, cultural activity, etc.). There is also an overview of the entire semester's assignments and materials covered in the document *Calendario del curso*.
4. The *Tablero de discusión* section contains all discussion forum areas for each week and the *Café cibernético* where general questions or comments can be posted.
5. The *Enlaces externos* section contains links to online dictionaries (Spanish-Spanish, Spanish-English and English-Spanish), verb conjugations, synonyms and antonyms, phrases, and grammar rules and exercises.
6. The *Herramientas* section contains a link to check your grade, a glossary of technical terminologies, and Blackboard's help desk & electronic manual.
7. The *Profesorado* section contains information on the instructor including address, phone number, email address, office hours, and a picture ☺.

Weekly Steps to Success

1. Login to the course web site and read the weekly announcement posted by the instructor.
2. **Click the *Actividades* button every Thursday after 12 noon to access the *Tarea* folder for the current week's homework.** Read the instructions carefully. **Print the assignment sheet** so you can check off each completed assignment.
3. Carefully read the assigned reading for the chapter, complete the exercises assigned, check the answer key to self-correct, if applicable, and then send your homework as an attachment to an email.
4. Login to the course web site and go into the *Tablero de discusión*. **Read and respond to at least three (3) discussion topics.** If your classmates have already started to respond, **read and respond to at least two (2) of their comments.** Remember to check back to continue working on the week's discussion topic as more of your classmates participate during the week. Read your classmates' comments to your responses and reply back to them.
5. You are required to do ALL assigned homework. However, I will ask you to submit only certain assignments to be graded. The ones you have to submit will say ***Envíe su tarea*** in bold. **Assignments to be submitted are to be written using Microsoft word and sent as an RTF (rich text format) attachment to your email. Make sure to always CC (send a copy to) yourself** and save all corrected assignments returned by the instructor in a folder.
6. Login to the course web site to take the quizzes associated with the chapters in *Cultura* and *Lengua* and the adapted novel you chose. Click the *Exámenes* folder in *Actividades* to access each quiz and exam. You will be timed for every quiz and exam, but if you need extra time, continue taking the quiz until finished.
7. Send me your weekly progress report via email by Thursday, noon. Tell me how did this chapter go, any problems you have had, any comments you would like to make, etc.

If you follow the steps given above on a weekly basis, you should have a very successful experience in taking this online course. Online courses are very different from traditional courses. **Students who are successful in taking online courses are very organized, self-motivated, and able to stay on schedule.**

Pick out specific days and times that you can schedule study time. Try not to rely on a computer at work where you can login during business hours. Remember, even though you are not driving to campus to take this course, you still need to dedicate at least the same amount of time it would require you to complete a face-to-face course. **This is a five (5) unit course and in order to succeed, you will need to commit at least 13-15 hours per week to this course.** Obviously, the advantage you have is that you can schedule your time to meet your needs.

Good luck and have a great semester!

Descripción de la
ACTIVIDAD CULTURAL
Español 4 en línea

En este curso Ud. publicará en el *Tablero de discusión* el resumen de una actividad cultural en la décima cuarta semana. Su actividad cultural puede ser la visita a un museo con obras de artistas hispanos, la asistencia a un evento cultural en la comunidad hispana, una película o una obra de teatro en español o un espectáculo de baile folclórico de un país hispanoamericano.

INSTRUCCIONES:

Si asiste a una **obra teatral**, haga un resumen de la obra, mínimo de tres párrafos. En la introducción, incluya información como el nombre de la obra teatral; dónde, cuándo y con quién la vio y una descripción del escenario. En la conclusión, escriba un párrafo sobre sus impresiones y su experiencia en general. **Incluya una foto de Ud. en el teatro.**

Si visita un **museo** de arte latinoamericano, escriba un resumen mínimo de cuatro párrafos. En la introducción, incluya información como el nombre del museo, el nombre de la exhibición que asistió, la fecha en que fue y describa el museo en general. Luego enfóquese en TRES obras de arte (del mismo o de diferentes artistas). Describa las tres piezas de arte que más le gustaron y compárelas con otro artista (no tiene que ser artista latinoamericano) o con un evento de su vida o un evento histórico. Escriba un párrafo para cada obra de arte. En su conclusión, escriba sobre sus impresiones y su experiencia en general sobre su visita al museo. **Incluya imágenes de las tres obras de arte y una foto de Ud. frente al museo.**

Si asiste a un **evento cultural**, describa el evento, mínimo de tres párrafos. En la introducción, incluya información como el nombre del evento cultural, dónde y cuándo fue. Escriba también un pequeño fondo histórico (si es una **celebración cultural**, hable del origen de esta celebración y quiénes son los que la celebran. Si es un **baile**, hable del origen de este baile, dónde se baila, quiénes lo bailan y comente sobre la música y el vestuario también) y para concluir, escriba un párrafo sobre sus impresiones y su experiencia en general. **Incluya una foto de Ud. en el evento.**

Si asiste a un **concierto musical**, escriba un resumen mínimo de tres párrafos. En la introducción, incluya información sobre el artista (lugar donde nació, qué tipo de música toca/canta, etc.). En los siguientes párrafos, describa el concierto (día, lugar, hora, con quién fue, el ambiente, las piezas musicales que tocó/cantó, instrumentos usados, vestuario, etc.). En la conclusión, escriba su impresión del concierto; puede compararlo con algún otro concierto al que ha asistido o con algún otro artista. Solamente puede asistir a un concierto musical para su actividad cultural. **Adjunte fotos de Ud. en el concierto.** ☺

Si ve una **película**, haga un resumen de la película, mínimo tres párrafos. En la introducción, incluya información como el nombre de la película, el nombre del director/productor, el nombre de los actores principales, el país de donde es la película y en qué año fue producida. En la conclusión, escriba su impresión de la película y compárala con una película que ha visto, una novela que ha leído o alguna experiencia suya similar a la película.

RECUERDE: la actividad cultural que escoja debe ser pre-aprobada por la profesora. En el transcurso del semestre, su profesora le enviará más información sobre diferentes actividades culturales en la comunidad hispana.