

Spanish 495-001 – Spanish Portfolio Seminar **Fall 2007**
Room: LS **Time: 3:00-3:50**
Instructor: Lulú Panbehchi

Office: 102 Lafayette Hall **Office Hours: T&W 10:00-10:50, F 11:00-11:50**
Tel.: 804-827-1111 **e-mail: panbehchimi@vcu.edu** **del.icio.us= lulupan**

Prerequisite: Completion of 15 credits at the 300 and 400 levels or the equivalent, including those specifically required for certain courses.

Description. This course focuses on self-assessment, compiling a portfolio, career preparation and on the lifelong application of skills and knowledge acquired in the program. This is an advanced Spanish course; therefore it will be taught completely in Spanish. Students are expected to participate in class discussions and ask intelligent questions.

Objectives. At the end of the semester, Spanish 495 students will:

- Complete their personal portfolio in Global Lingua Portfolio (GLP).
- Use components from the Global Lingua Portfolio to create an online portfolio and make it accessible to future employers.
- Have at least one media file to demonstrate their speaking skills.
- Prepare their resume in English and in Spanish. The Spanish resume should be written in the style or format of one or more Spanish speaking countries.
- Thru the evaluation of other portfolios, students will be able to better evaluate their own portfolio.

Contents:

- Global Lingua Portfolio and the preparations of its components –Passport, Biography, Dossier
- Preparation of an online portfolio
- Different resume styles
- Evaluation of portfolios and self evaluation

Required links:

<http://www.rae.es/> *Real Academia de la Lengua.*

This is THE dictionary in Spanish. Any other dictionary has to be based on this one.

<http://www.m-w.com/> *Merriam-Webster online dictionary.*

MW has now a Spanish-English dictionary.

<http://del.icio.us/> *Delicious bookmark system.* Class Tag: **vcuesp495**

Get an account with del.icio.us and exchange links, articles, and other texts online without having to send a long e-mail, or having to cut and paste the link. You may also create your own tags.

GRADING

50% Global Lingua Portfolio

20% Online Portfolio

10% Evaluation of portfolio

20% Attendance (10%) and participation (10%)

Note: The portfolios are due on the December 3rd.

Final grades will be determined according to the following scale:

89.5 - 100 = A; 79.5 - 89.4 = B; 69.5 - 79.4 = C; 59.5 – 69.4 = D; 0 – 59.4 = F

PARTICIPATION. Students who do not participate in class will be awarded a 0 in this section.

ATTENDANCE

Students must attend every class. For every class missed five percent (5%) will be deducted from the final grade. Students with more than 3 absences before **November 2** (the last day to receive a grade of "W") should officially withdraw from the course. The instructor may choose to initiate the withdrawal process. If the absence limit is exceeded after this date, the student will receive a grade of "F".

Students should remember that it is their responsibility to ensure that they are in compliance with these attendance requirements. Instructors are not required to give constant reminders of attendance status to each student." (School of World studies attendance policy)

HONOR SYSTEM

As in all other classes at VCU, the Honor System Pledge is in effect: all work turned in for a grade must be your own individual work, even though this course involves a lot of group work and pair work in class. For written work turned in for credit in this course, you may use the following aids: your class notes, your textbook, and dictionaries (print or online). You may receive no other help, human or mechanical, except from your instructor. You may use tutors, friends, online translators, etc. in order to practice your Spanish and prepare better for class work, **but not to carry out your written assignments**, since the purpose of the written assignments is to gauge your own success in using the language to express your ideas. Remember that the least serious punishments that can be assigned to students found guilty of honor system violations are a grade of zero on the assignment and a **grade of F** in the course. When in doubt, ask your instructor about what is considered a violation of the honor code for a particular course.

GENERAL BEHAVIOR

Students must express themselves in Spanish at all times during class. They also must treat their classmates and instructor with respect. Using cellular phones, game devices, iPods or other music players, or playing with the computer in class are serious offenses to other students and the instructor. Serious violations of these behavioral rules may result in the instructor choosing to withdraw a student from the course or, if the period for withdrawal has passed, assign a grade of **F** to the student.

EMERGENCY ALERTS

Students should turn off the ringer of their cell phones for incoming phone calls, but they may use the "vibrate" mode to be able to receive text messages in case of an emergency alert.

What to Know and Do To Be Prepared for Emergencies at VCU

1. Sign up to receive VCU text messaging alerts (<http://www.vcu.edu/alert/notify>). Keep your information up-to-date.
2. Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
3. Listen for and follow instructions from VCU or other designated authorities.
4. Know where to go for additional emergency information (<http://www.vcu.edu/alert>).
5. Know the emergency phone number for the VCU Police (828-1234). Report suspicious activities and objects.

SPECIAL NEEDS

If you have a disability and wish to discuss academic accommodations, please contact your instructor as soon as possible.

TECHNOLOGY

All students are encouraged to communicate with each other and with the instructor by e-mail and other Blackboard features. Use common sense when using e-mail, Blackboard features, the Media Center, or when working in groups outside of the classroom.

Students are required to have Internet access and a web page to complete this class. The web page may be on Ramsites.net, Google, Hotmail, MySpace, Facebook, Yahoo!, or any other a comparable service.