SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 24.0101
SEMESTER: Departmental Syllabus
COURSE TITLE: Spanish for School Administrators, Teachers, Paraprofessionals, and Support Staff
COURSE NUMBER: LANG0151
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: Departmental Syllabus

KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITES: None

REQUIRED TEXT AND MATERIALS: Please check with the Humanities and Fine Arts Division office at 913-288-7134.

COURSE DESCRIPTION: Spanish for School Administrators, Teachers (0-12), and Support Staff is a comprehensive language course designed to provide functional Spanish language skills for school personnel who have contact with Spanish speaking students, parents, and visitors. It also includes extensive training for non-Spanish speaking classroom teachers who have Spanish speaking children or young adults in their classroom. In addition, it includes a cross-cultural component with emphasis on family issues, Hispanic etiquette, literacy, cultural expectations, and the Latin American educational system. No prior knowledge of Spanish is necessary.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.
COURSE OUTLINE:

I. Language
   A. Spanish Pronunciation
   B. Speaking with Parents and Guardians
      1. General courtesies, titles, greetings and exchanges
      2. Front office and administration: Meeting parents
      3. Registering new students
      4. Communication strategies
      5. Nurse’s office
      6. In school suspension or detention
      7. School documents
   C. Teacher: Speaking with Students
      1. Nurse’ office
      2. Classroom management
      3. Instructional management
         a. General
         b. Mathematics
         c. Computer Lab
         d. Business Education
         e. Physical Education
         f. Music Education
         g. Technical Arts
         h. Science Lab
      4. Completing work and Behavior
      5. In the hallways
      6. In the restrooms
      7. On the playground
   D. Library Staff: Speaking with Students
      1. Assisting students
      2. Checking out books and other materials
   E. Cafeteria Staff: Speaking with Students
      1. Assisting students
      2. Managing behavior
   F. School Bus: Speaking with Students
      1. Assisting students
      2. Managing behavior
   G. School Security
      1. Managing behavior
      2. Requesting information
      3. Providing commands
   D. Emergency Commands
      1. Fire emergencies
      2. Threatening disasters

II. Culture
   A. Family issues
   B. Hispanic etiquette
C. Literacy
D. Hispanic/Latino values and beliefs
E. Latin American educational system

EXPECTED LEARNER OUTCOMES:
A. Speaking: The student will learn a repertoire of sentences, phrases and questions necessary to carry out specific tasks:
   1. Registration procedure
   2. Classroom management
   3. Instructional management
   4. Respond to illness, health issues, and medical emergencies
   5. Greet and give basic instructions to students, parents, and visitors
   6. Engage in security measures
B. Listening: The student will understand some of the native speaker’s vocabulary, questions, phrases and sentences related to school procedures and daily activities.
C. Culture: The student will minimize or eliminate barriers to understanding and communication in the classroom and the educational setting at large so that school administrator/staff/teachers can better serve Latinos/Hispanic students, and therefore, improve their educational experience and attainment.

COURSE COMPETENCIES:

Upon successful completion of this course:

A. Communicative Focus
   1. Students will be able to speak Spanish in the school office to register new students.
   2. Students will be able to speak Spanish to greet and meet parents.
   3. Students will be able to speak Spanish in the school office to suspend and/or detain students.
   4. Students will be able to speak Spanish to monitor and control classroom activities and settings.
   5. Students will be able to speak Spanish to compliment students’ work and behavior.
   6. Students will be able to speak Spanish to carry out specific and necessary communication in the computer lab.
   7. Students will be able to speak Spanish to carry out specific and necessary communication in the Science lab.
   8. Students will be able to speak Spanish to carry out specific and necessary communication in the hallways.
   9. Students will be able to speak Spanish to carry out specific and necessary communication in the restrooms.
  10. Students will be able to speak Spanish to carry out specific and necessary communication on the playground.
  11. Students will be able to speak Spanish to communicate on the bus.
  12. Students will be able to speak Spanish to carry out specific and necessary communication in the nurse’s office.
  13. Students will be able to speak Spanish to carry out specific and necessary communication in the cafeteria.
14. Students will be able to speak Spanish to respond to illness, health issues, and medical emergencies.
15. Students will be able to give emergency directions in Spanish.

B. Cultural Focus
16. Students will be able to relate effectively to Spanish-speaking students and their parents.
17. Students will be able to differentiate among various Latino groups.
18. Students will develop an appreciation for Spanish-speaking and Hispanic cultural, educational, and family values.
19. Students will be able to improve faculty/student relations.
20. Students will be able to promote greater inclusion in the classroom.
21. Students will be able to deal more effectively with disciplinary problems.
22. Students will be able to encourage greater participation by Hispanic students and parents in the educational process.

ASSESSMENT OF LEARNER OUTCOMES:
Student progress is evaluated by means that include, but not limited to, exams, written assignments, and class participation.
Students are expected to participate in classroom activities and to demonstrate interest and progress in oral exercises and conversations. Regular conversational practice will be used as a means for preparing students language skills. Regular group discussions and problem solving activities will be used as means for preparing students culture knowledge and understanding.

EVALUATION:

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class participation</td>
<td>25%</td>
</tr>
<tr>
<td>Oral quizzes</td>
<td>50%</td>
</tr>
<tr>
<td>Cultural Quizzes</td>
<td>25%</td>
</tr>
</tbody>
</table>

*Grading Scale: 100-90% = A, 89-80% = B, 79-70% = C, 69-60% = D, 59-0% = F

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title
IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the director of the Academic Resource Center, in Rm. 3354 or call at: 288-7670.