Language and Communications Programme (LCP)
Spanish Language Programme   **Fall 2017, 10 week term**

Start: 25 September – End: 01 December

Naciones
Unidas

Face-to-face Regular Courses Level 1
NEW CAMPUS Online Continuous Evaluation

Assessment for all Regular 1 courses in the Fall Term 2017 is continuous and will be done on a weekly basis.
The Spanish Department will be piloting a new and more flexible form of assessment: It will empower the Regular 1 course participants to balance their time, their work-related duties and their learning needs. Regular 1 teachers will give details once the courses begin.

The following will be assessed and graded:

> 1. Activities in the classroom, activities online and homework
>
> 2. Mandatory online activities*
>
> 3. Attendance and active oral participation

*Participants will need to purchase a premium license in the website Campus Difusión (19€ / year) http://campus.difusion.com/student_more_info3 The license also gives access to the digital books.

All components will determine the WRITTEN and ORAL final grade in INSPIRA.

Face-to-face Regular Courses Level 2-9
Online Continuous Evaluation

Assessment during the Fall Term 2017 is continuous and will be done on a weekly basis. The Regular Courses (Level 2-9) therefore have no final exams, but the following will be assessed:

> 1. Activities in the classroom, activities online and homework
>
> 2. Three mandatory online evaluation tasks(task 1, task 2, task 3)*
>
> 3. Attendance and active oral participation
>
> *in some courses, there are in-class evaluation tasks

All components will determine the WRITTEN and ORAL final grade in INSPIRA.

Timetable for Written and Oral Tasks Online (Regular 2- 9 courses)

	Groups that meet Mondays and Wednesdays	**Groups that meet Tuesdays and Thursdays**
Task 1	Wed, 11 Oct (5.00 pm) – Su, 15 Oct (23.59 pm)	Thu, 12 Oct (5.00 pm) – Mo, 16 Oct (23.59 pm)
	In person support. Computer Lab C, Fri, 13 Oct. (3.00 – 4.30 pm)	
Task 2	Wed, 01 Nov (5.00 pm) – Su, 06 Nov (23.59 pm)	Thu, 02 Nov (5.00 pm) – Mo, 07 Nov (23.59 pm)
	In person support. Computer Lab C, Fri, 03 Nov (3.00 – 4.30 pm)	
Task 3	Wed, 29 Nov (5.00 pm) – Su, 03 Dec (23.59 pm)	Thu, 30 Nov (5.00 pm) – Mo, 04 Dec (23.59 pm)
	In person support. Computer Lab C, Fri, 01 Dec (3.00 – 4.30 pm)	

Evaluation of oral performance: In class

All face-to-face courses require in-class attendance to evaluate oral performance.

Absent participants will be graded 0 due to the lack of observed oral production.

In some cases, an oral evaluation activity or task (in class) will be required.

Requisites to pass your course

Evaluation is mandatory.

Keep in mind that **it is your responsibility as a participant to complete all 3 online tasks (Task1, Task 2, Task 3) as scheduled in order to pass the course*** and participate actively to provide examples of your oral performance in all three parts of your course.

* In Regular 1 courses, all mandatory online activities have to be completed

Missing one task or lacking oral performance implies failing the course.

Justified individual needs: Accommodation of schedule (Regular 2- 9 courses)

If you are unable to complete an online task as scheduled due to health or work-related reasons :
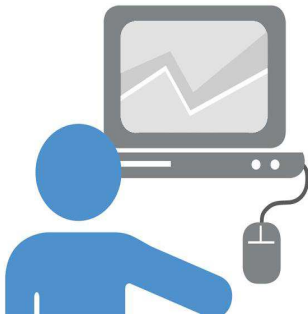
- Notify your teacher and the Spanish Head Teacher (Ms. Sonia Torres Rubio: torresrubio@un.org) via e-mail in advance or within the time frame provided for the task.
- Justify your request for an extended time frame with an official document (i.e. justification written by supervisor, Umoja screenshot of an approved leave or travel, etc.).

If you need to be absent from the class sessions for longer than three sessions due to health or work reasons :

- Notify your teacher and enquire how you are expected to be evaluated on your oral performance.

To ensure equality and fairness, no other exceptions can be made.

Requirements for the online tasks

You will need a computer (not an Ipad, not a cell phone), access to the internet, an updated browser (Chrome), sound devices (headphones or speakers), Adobe Flash Player and Acrobat Reader*. A printer can be helpful but it is not a requirement.

* For Regular 1 courses, please check the Campus Difusión Student´s User Guide

The platform you will use for online tasks is www.schoology.com. You will be invited by your teacher via mail to join each online evaluation task. Please read it carefully and follow the instructions.

In case of technical difficulties, the participant is responsible for immediately contacting his or her teacher via e-mail and attaching a screenshot of the error.

In–person support for the online tasks

We offer in-person support sessions* for participants who:

- ✓ Need a quiet space in the office to concentrate
- ✓ Prefer to use the Learning Centre computer labs for any reason
- ✓ Prefer to have guidance to access the online task

*see dates and time in the section "Written and oral Evaluation tasks"
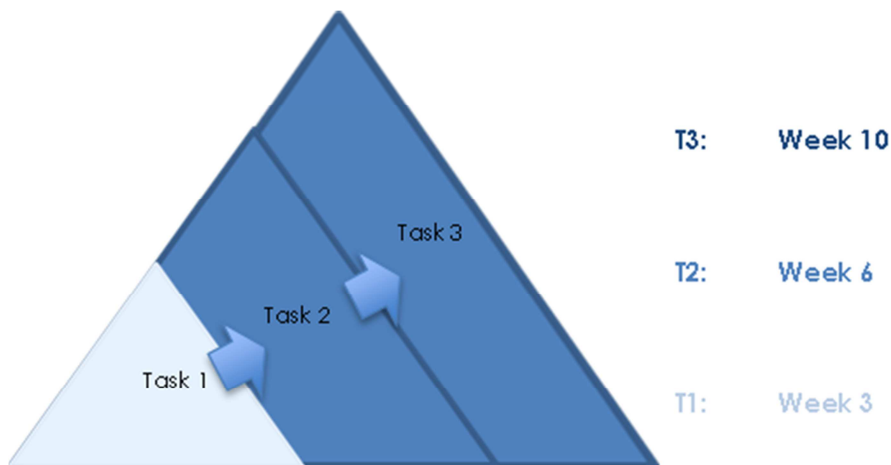
Learning progress

To ensure learning progress and success in the evaluation, course participants are expected to:

- ✓ Attend classes (at least 75% attendance required)
- ✓ Participate actively
- ✓ Dedicate 1 – 3 hours each week to studying outside class,
  e.g. homework assignments and practice

Continuous evaluation

Your teacher will assess your **written and oral production** throughout the entire course. The larger portion of your final grade will be calculated based on your performance during the classroom activities and on the 3 tasks (Tarea 1, 2 & 3). These 3 tasks are to be completed at different moments of the term, as you see in the chart below.

Homework

You will be given homework to be completed outside of the classroom. The punctuality in returning your homework and its quality will count towards your final grade.

Attendance and active participation

Consistent attendance and participation will also count towards your final grade. Keep in mind that it is of utmost importance that the student is present for the entire length of class. At the beginning of the class, new language content is introduced and explained. Towards the end, language tasks are summarized and homework assignments are explained. Those participants who do not meet the requirements for attendance may be marked absent for the entire class.

If a course participant needs to miss a few classes due to any reason, it is in her/his own interest to inform teachers and class groups, to keep track on the course content and complete the evaluation tasks.
Spanish instructors present a variety of flexible solutions to support learners.

Feedback and final results

Students will receive a grade along with feedback about their progress and performance after tasks 1, 2, and 3 are evaluated. Final written and oral grades will be reflected in INSPIRA by the end of the term.

The grading points are as follows:

A Excellent or Outstanding	85-100 points
B Good or Very Good	70-84 points
C+ Passing Grade	67-69 points
C * Minimal Passing Grade	65-66 points*
C- * Fail-Unsatisfactory	60-64 points
D Fail - Very Unsatisfactory	59 points and below
I** Incomplete	0 points **

* Students with a C or C- grade on their progress/performance **must make an appointment** with the teacher to receive detailed individual feedback, not only to develop a strategy for improvement but also to reinforce learning strengths.

** The student did not complete the tasks or sufficient classroom activities. Please note that attendance is crucial to evaluate the performance of the student.