SYLLABUS

UNIVERSITY of HAWAI'I
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Koʻolau

[Spanish 102, Beginning Spanish 2]

[Fall/2026]

[4] Credits | CRN [62059]

August 24 - Dec 18 2026

Windward Community College Mission Statement

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'ake akamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu— hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawaiʻi and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide the Koʻolau region of Oʻahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

Instructor Information

[Zachary Payne]

Email: zacharyp@hawaii.edu

Office Hours: **The best way to communicate with me is through university email. Appointments can be made to have a virtual chat/ facetime or a normal telephone conversation at any time during the semester. The professor will also be on campus and available during Language Lab.**

Language Lab: All online students are invited to take advantage of the Spanish Language Lab, where they can meet f2f with the course instructor, ask questions and work on course activities. The Spanish Language Lab will be every **Thursday of the semester from 12-2** in Hale Manaleo, Room 112. (**These are not mandatory** but are a great opportunity to meet with the professor and fellow students and practice what we are learning.)

The Best Way to contact me: zacharyp@hawaii.edu I will respond to most emails within a few hours (6 hours but usually faster) also in the Learning Platform **PORTALES** there are two options to direct message me in the platform 1) a **Help Request** and 2) a **Score Review**, these are helpful because they take me to the exact activity you are working on. These Questions from students will be reviewed twice a day once in the morning and again at night. But if you have an urgent question, please send me an email.

During the semester you will receive 2 posts a week from me on Lamaku, On Monday morning there will be a weekly post that will lay out the assignments and quizzes/tests that you should be working on during that week. On Fridays there will be a reminder post on Lamaku of the week's work and answers to any broad questions that have come up during the week. Lamaku is the administrative site of the course, official grades will always be available in Lamaku however all course work will be completed in **PORTALES.**

During the semester students can also expect to receive at least 3 progress reports, these will be direct emails to every student, letting them know we they stand grade wise and will open up a dialogue with the students about their progress and learning in the course.

About: [Hola, I'm Zachary Payne and I will be your Spanish professor. I learned my Spanish when I was living and studying in Spain. I lived in Madrid for almost 13 years and loved every minute of it. During the semester the easiest and quickest way to contact me is through university email. If you would like to talk, we can always set up a time for a phone call. This semester you also can come and participate in **The Spanish Language Lab** every Thursday from 12-2 in Hale Manaleo, Room 112.]

Alternate Contact Information

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakaʻi 121
- Phone: (808) 235-7422

Course Information

Catalog Description

Introduction to basic structures of the Spanish language emphasizing speaking, writing, listening and reading. Oral communication emphasized to provide students with the right pronunciation vocabulary and the control of basic grammar. Introduction to Hispanic culture. (Online)

Activities Required

This course is an online asynchronous course, all course work will take place on the learning platform **PORTALES 2.0 Introductory Spanish**.

Student Learning Outcomes

As a result of taking this course, students can expect to achieve the following outcomes:

1. Use appropriate pronunciation, structure and vocabulary to communicate orally with speakers of Spanish, answering questions or making simple descriptions.

2. Read and understand authentic documents in Spanish for cultural information.

3. Write simple texts (shopping lists, descriptions, postcards, forms) using knowledge of vocabulary, culture and basic grammatical structures.

4. Analyze oral, written and visual sources (phone messages, menus, advertisements, 2 cartoons) of information about Hispanic culture and compare and contrast with what the students know of their own culture.

Required Materials

We will be using **PORTALES 2.0 Introductory Spanish** a **digital platform** from Vista Higher Learning

*This must be purchased directly from the publisher. The access for this class is **$149 dollars** for 5 months of access.

******AGAIN-there is no physical book, what you need for this class is access to the digital platform******

PLEASE GO TO THE COURSE ANNOUNCEMENTS THERE IT IS EXPLAINED HOW TO PURCHASE THE ACCESS.

Course Format

During this semester we will be covering 6 Lessons.

Each Lesson is full of activities that will introduce new material and give you the opportunity to practice and learn this material. **Plan to spend 8 hrs a week on this course.**

As part of every Lesson you will complete various online activities both by yourself and with virtual partners and with class members through video chats.

For each Lesson you will be **graded** on your performance on **1 Vocabulary Quiz, 4 Grammar Quizzes and the Lesson Test**. ***To succeed in this course, you must put in the time and work through the online manual and do the activities because the activities will prepare you for the Quizzes and Tests*****

14% of your Grade will come from a Minimum Time Requirement of 50 hours of work in the Learning Platform. These points are all or nothing.

Regular Substantive Interaction

Online courses at Windward Community College follow these guidelines for ensuring quality instruction: RSI Definition-WCC.

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with Executive Policy 7.209, all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

Grading Policy

Course grade will be calculated based upon the following grading scale: Student will be assessed on their Tests and Quizzes scores.

90 – 100% = A 80 – 89.9% = B 70 – 79.9% = C 60 – 69.9% = D below 60% = F

The official gradebook for this class is the one that appears in LAMAKU.

Academic Integrity

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

Include an AI Statement (is it ok in your class? if so, when/how?) Here are some UH AI Recommendations and AI Icons & Sample Statements. Instructors should refrain from sharing or inputting student work into online AI tools, including AI detection tools, without obtaining student consent. Uploading student work has potential FERPA implications as well as potential copyright concerns. Additionally, the uploaded content could be used as data for AI training without the student's consent.

Student Responsibilities

- Students are responsible to log onto Lamaku to read weekly course announcements and to know what material we are covering in Portales.

How to Seek Academic or Technical Support

Academic Support

- Windward Community College Library
- Library eResources
- Ka Piko Writing Lab
- Ka Piko Speech Lab
- Ka Piko Math Lab
- Evening and Online Learning at Windward Community College
- STAR Balance

Technical Support

- UH ITS Help Desk – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Lamakū and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale Laʻakea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Lamakū – Click on the Lamakū Help link in the menu bar at the top of the Lamakū homepage to fill out and submit a question and get your answer via email.
- Information Security for Students

College Policies & Support Services

Disabilities Accommodations Statement

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kakoʻo 106) for more information.

TRIO PROGRAM

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Here is their contact info:https://windward.hawaii.edu/trio/

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the UH System Basic Needs website.

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the WCC Mental Health & Wellness website.

LGBTQ+

The University of Hawaiʻi system and Windward Community College are committed to building an inclusive community that supports and advocates for all Students, Staff, and Faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity, or expression. University of Hawai`i

Commission on LGBTQ+ Equality at their website: http://www.hawaii.edu/offices/president/lgbtq/ Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit UH Alerts website for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code

Windward Community College follows the University of Hawai‘i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or online.

Title IX - Sex Discrimination And Gender-Based Violence Resources

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, UH System Confidential Advocate

Phone/Text: (808) 348-0432 or (808) 341-4952

Email: advocate@hawaii.edu

Office: Hale Kākoʻo 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator

Phone: (808) 235-7468

Email: mozoa@hawaii.edu

Office: Hale Kākoʻo 109

Desrae Kahale, Mental Health Counselor & Confidential Resource

Phone: (808) 235-7393

Email: dkahale3@hawaii.edu

Office: Hale Kākoʻo 101

Karen Cho, Deputy Title IX Coordinator

Phone: (808) 235-7404

Email: kcho@hawaii.edu

Office: Hale ʻAlakaʼi 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources, and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/