

Reglas del laboratorio - Lab Rules

Please, read this information before you start working on your projects.

Most lab activities can be done at home or on any computer at VCU, but ALL the final files have to be saved at the Media Center of the School of World Studies, which is located in rooms 424-425 in the Hibbs Building.

The Media Center web site: <http://www.has.vcu.edu/wld/lab/index.html>. If this is your first semester at VCU, you may need to read the General Information as well as the Guidelines and Policies of the Media Center.

Objectives of the 5th hour labs

1) Most of the lab activities comply with the LinguaFolio guidelines. If you continue studying Spanish, you may use some of the files you produce at the lab to comply with LinguaFolio, which is a dossier that measures achievement and proficiency in a foreign language by using "can-do" activities.

2) These activities will help you with your conversation skills in and outside of class and they will help you to better understand Spanish speaking culture.

What you will do

You will produce media files in which you tell a story, interact with other students, or interview a experienced or native speaker. You will save your files on the W drive at the World Studies Media Center. Click here to learn how to locate the W drive.

Read all the instructions first, then plan your work. Some projects have an alternate activity or suggestions that you may want to follow. After you do your work, save it in the W drive. Don't forget to save your files often. You will need to upload some of your projects to Blackboard. Your instructor may ask you to upload ALL of your files to Blackboard or only a few of them.

You will work in pairs or groups on some projects. Try to divide the work fairly.

What you will need

You will be saving your work on the W drive at the lab, but you may want to also save those files in a flash memory drive. You may need your dictionary for reference.

You need to write a script for all your projects, It is better to start with the written version of what you will say in your media file. Use a word or text processor –Microsoft Word, WordPerfect, or iWork. If you don't have a word processor, you may download OpenOffice from openoffice.org or NeoOffice from Mac from neooffice.org.

About the time

Each project has a due date and you are supposed to finish it by that day or earlier if your instructor requests it. You don't need to give your instructor any files or folders. You only need to save your files ON TIME in the W drive of the Media Center. In some projects, you will upload your files to Blackboard.

About the grade

You will receive a grade for every project. Even if there are more than two activities in each project, you will get ONE grade. Whenever you work with other students, you will receive an individual grade, which may be different from the other students' grade. The rubrics for Spanish 101 are: rubric 1 and rubric 2. These are the rubrics for Spanish 102: 102 rubric 1 and 102 rubric 2.

Honor code

The Virginia Commonwealth University honor code applies to the all the lab projects and activities. Plagiarism is a serious offense in a university environment.