

## IV. Planning a Course Syllabus

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### A. HOW TO USE *PUNTOS DE PARTIDA* ON THE SEMESTER SYSTEM

As a general guideline, it is suggested that colleges and universities on the semester system cover *Puntos de partida* in the following manner:

First Term: **Ante todo, Capítulos 1–9**

Second Term: **Capítulos 10–18**

The following information will be helpful for planning a detailed course syllabus. Calculations are based on a 15-week semester. Extra hours can be used for review and hourly exams. In the second semester, extra time should also be allotted for the review of the first semester's work before beginning **Capítulo 10**. The use of an additional reading text might also be appropriate in the second semester.

#### 1. Classes Meeting 3 Hours per Week

Approximately 45 contact hours are available during the semester. An average of 4 contact hours can be spent on each chapter.

*First Semester:*

4 contact hours × 9 chapters	36 hours
4 contact hours for <b>Ante todo</b>	4 hours
Extra hours	5 hours
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	45 hours

*Second Semester:*

4 contact hours × 9 chapters	36 hours
Extra hours (some of which can be used for chapters that may require more time, such as <b>Capítulos 10</b> and <b>12</b> )	9 hours
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	45 hours

#### 2. Classes Meeting 4 Hours per Week

Approximately 60 contact hours are available during the semester. An average of 5 contact hours can be spent on each chapter.

*First Semester:*

5 contact hours × 9 chapters	45 hours
6 contact hours for <b>Ante todo</b>	6 hours
Extra hours	9 hours
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	60 hours

*Second Semester:*

6 contact hours × 9 chapters	54 hours
Extra hours	6 hours
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	60 hours

### 3. Classes Meeting 5 Hours per Week

Approximately 75 contact hours are available during the semester. An average of 6 contact hours can be spent on each chapter.

*First Semester:*

6–7 contact hours × 9 chapters	54–63 hours
6 contact hours for <b>Ante todo</b>	6 hours
Extra hours	7–13 hours
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	67–82 hours

*Second Semester:*

6–7 contact hours × 9 chapters	54–63 hours
Extra hours	13–19 hours
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	67–82 hours

## B. HOW TO USE *PUNTOS DE PARTIDA* ON THE QUARTER SYSTEM

As a general guideline, it is suggested that colleges and universities on the quarter system cover *Puntos de partida* in the following manner (note that separate suggestions are offered for courses meeting 3 days a week and for those meeting 4 or 5 days).

### 1. Classes Meeting 3 Days a Week

First Term: **Ante todo, Capítulos 1–6**

Second Term: **Capítulos 7–12**

Third Term: **Capítulos 13–18**

### 2. Classes Meeting 4 or 5 Days a Week

First Term: **Ante todo, Capítulos 1–6**

Second Term: **Capítulos 7–12**

Third Term: **Capítulos 13–18**

The following information will be helpful for planning a detailed course syllabus. Calculations are based on a 10-week semester. Extra hours can be used for review, hourly exams, and expanded coverage of the **Un paso más** sections. In the second and third quarters, extra time should also be allotted for the review of the first and second quarter's work before beginning new work. The use of an additional reading text might also be appropriate in the third quarter.

### 3. Classes Meeting 3 Hours per Week

Approximately 30 contact hours are available during the quarter. An average of 4 contact hours can be spent on each chapter.

*First Quarter:*

4 contact hours × 6 chapters	24 hours
4 contact hours for <b>Ante todo</b>	4 hours
Extra hours	2 hours
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	30 hours

*Second Quarter:*

4 contact hours × 6 chapters	24 hours
Extra hours	6 hours
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	30 hours

*Third Quarter:*

4 contact hours × 6 chapters	24 hours
Extra hours	6 hours
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	30 hours

### 4. Classes Meeting 4 Hours per Week

Approximately 40 contact hours are available during the quarter. An average of 5 contact hours can be spent on each chapter.

*First Quarter:*

5 contact hours × 6 chapters	30 hours
5 contact hours for <b>Ante todo</b>	5 hours
Extra hours	5 hours
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	40 hours

*Second Quarter:*

5 contact hours × 6 chapters	30 hours
Extra hours	10 hours
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	40 hours

*Third Quarter:*

5 contact hours × 6 chapters	30 hours
Extra hours	10 hours
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	40 hours

### 5. Classes Meeting 5 Hours per Week

Approximately 50 contact hours are available during the quarter. An average of 6 contact hours can be spent on each chapter.

*First Quarter:*

6 contact hours × 6 chapters	36 hours
6 contact hours for <b>Ante todo</b>	6 hours
Extra hours	8 hours
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	50 hours

<i>Second Quarter:</i>	
6 contact hours × 6 chapters	36 hours
Extra hours	<u>14 hours</u>
	50 hours

<i>Third Quarter:</i>	
6 contact hours × 6 chapters	36 hours
Extra hours	<u>14 hours</u>
	50 hours

### C. HOW TO USE *PUNTOS DE PARTIDA* OVER THREE SEMESTERS

As a general guideline, it is suggested that colleges and universities on the semester system that wish to use *Puntos de partida* over three semesters cover the book in the following manner (note that separate suggestions are offered for courses meeting 3 days a week and for those meeting 4 or 5 days).

#### 1. Classes Meeting 3, 4, or 5 Days a Week

First Semester: **Ante todo, Capítulos 1–6**

Second Semester: **Capítulos 7–13**

Third Semester: **Capítulos 14–18**

The following information will be helpful for planning a detailed course syllabus. Calculations are based on a 15-week semester. Extra hours can be used for review, hourly exams, and other types of activities, such as oral presentations. In the second and third semesters, extra time should also be allotted for review of the first and second semester's work before beginning new work. The use of an additional reading text is also suggested for the third semester.

The use of additional video supplements, such as the *Destinos* video series, along with the *Student Viewer's Handbook, Volumes I and II*, might also be appropriate for schools that wish to use *Puntos de partida* over three semesters.

#### 2. Classes Meeting 3 Hours per Week

Approximately 45 contact hours are available during the semester. An average of 5 contact hours can be spent on each chapter.

<i>First Semester:</i>	
5 contact hours × 6 chapters	30 hours
5 contact hours for <b>Ante todo</b>	5 hours
Extra hours	<u>10 hours</u>
	45 hours

<i>Second Semester:</i>	
5 contact hours × 7 chapters	35 hours
Extra hours	<u>10 hours</u>
	45 hours

<i>Third Semester:</i>	
5 contact hours × 5 chapters	25 hours
Extra hours	20 hours
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	45 hours

### 3. Classes Meeting 4 Hours per Week

Approximately 60 contact hours are available during the semester. An average of 6 contact hours can be spent on each chapter.

<i>First Semester:</i>	
6 contact hours for <b>Ante todo</b>	36 hours
6 contact hours × 6 chapters	6 hours
Extra hours	18 hours
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	60 hours

<i>Second Semester:</i>	
6 contact hours × 7 chapters	42 hours
Extra hours	18 hours
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	60 hours

<i>Third Semester:</i>	
6 contact hours × 5 chapters	30 hours
Extra hours	30 hours
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	60 hours

### 4. Classes Meeting 5 Hours per Week

Approximately 75 contact hours are available during the semester. An average of 7 contact hours can be spent on each chapter.

<i>First Semester:</i>	
7 contact hours × 6 chapters	42 hours
6 contact hours for <b>Ante todo</b>	6 hours
Extra hours	27 hours
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	75 hours

<i>Second Semester:</i>	
7 contact hours × 7 chapters	49 hours
Extra hours	26 hours
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	75 hours

<i>Third Semester:</i>	
7 contact hours × 5 chapters	35 hours
Extra hours	40 hours
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	75 hours

