

# Course Blueprint

SPANISH PHRASES FOR  
CMC LIBRARY STAFF

COLORADO MOUNTAIN COLLEGE

FEBRUARY, 12, 2024

This course blueprint showcases our proposed learner experience and curriculum for the course, Spanish Phrases for CMC Library Staff.

## Project Context

The course will improve Spanish language acquisition in the library context for library staff members.

The **root cause** is an increase in the Spanish speaking population at CMC without the infrastructure (skills, spaces, and attitude) to support it.

**The proposed solution** is a blended learning training solution broken with 8-10 e-learning modules of 5-10 minutes in length combined with in-person practice sessions once the e-learning portion is complete.

## Project Requirements

**Cost: \$800-\$1000**

- Hosted on Canvas LMS, which is included tool through CMC
- subscriptions to Genially, Vyond, and Lectora
- instructional designer hours for the following tasks:
  - Front End Analysis
  - Instructional Design
  - Storyboarding
  - Graphic Production
  - Audio Production
  - Authoring/Programming
  - QA Testing
  - Project Management

## Timelines

- Course will be completed and ready for learners before Spring Break on March 11, 2024
- Learners will complete the course by the end of the semester on May 3, 2024

## Standards

- Visuals will match CMC branding

- Content will be approved by Library Director

## Learning Requirements

**Audience profile:** All CMC Library Staff and Tutoring Staff, including part-time and full-time workers. Learners are digitally savvy and knowledgeable about the Library and eager to learn more Spanish words that pertain to the library to better serve our patrons.

**Learning environment:** on the Library computers at the library desk, desktop PCs. Access course online using Canvas.

## Course Objectives

- **Learning objectives:** Learners will be familiar with library phrases in Spanish and feel more confident in having conversations in Spanish with Spanish speakers in the Library.
- **Performance Objectives:** After completing the Spanish language training for library staff, the staff will achieve a 90% or higher score on the Spanish language assessment developed specifically for the course. There will also be an increase in their self-assessed confidence rating in engaging in a conversation in Spanish from before the training and after the training.

# Course Outline

# Colorado Mountain College (CMC)

## Library and Tutoring Staff

### Spanish Phrases for Library Staff

#### **Pre Assessment:**

- Survey to establish learner's skill level in Spanish and confidence level in speaking it in the Library

#### **Module 1: Library Glossary**

- Subtask: Practice 27 Spanish terms found in the library

#### **Module 2:** Courtesy Phrases - Making Spanish speakers feel welcome in the Library.

- Subtask: Practice 11 Spanish phrases

#### **Module 3:** Communication Phrases - Communicating to Spanish speakers about language skills.

- Subtask: Practice 9 Spanish words/ phrases

#### **Module 4:** Circulation Phrases - Communicating with Spanish speakers about Library cards and checking out materials.

- Subtask: Practice 9 Spanish words/ phrases

#### **Module 5:** Common Questions - Communicating with Spanish speakers about other commonly asked questions in the library.

- Subtask: Practice 9 Spanish words/ phrases

#### **Post Assessment:**

- Survey to establish learner's skill level in Spanish and confidence level in speaking it in the Library

# Instructional Strategy Overview

## **A. Introduction: Welcome video (2 minutes)**

**Outcome:** learners will understand the importance of course



## Introduction and Setting the Scene

words: 207 words

durations: two minutes

scenes: 10

animated characters: 4

### B. Activation (1 minute)

**Outcome:** Learners will activate their prior knowledge of being unable to speak Spanish with patrons and frustrated without being able to help them get the answer or resource the patron needs.



## Presentation and Demonstration of the Whole Problem and Its Context

**Component: Audio Narration within Welcome Video**

- Have you ever had a student or library patron come up to the desk and ask you something in Spanish?
- Or do you know they need help but you're just not sure what they're looking for?
- This course will help Library and Tutoring Staff to be able to identify library terms in Spanish and become aware of basic Spanish phrases that they could utilize to help Spanish-speakers feel more welcome in the library.

### C. Module 1: Library Glossary Demonstration (self-paced)

**Outcome:** This module will help the learner identify 27 common library words in English and Spanish.

Lectora



## Library Glossary Demonstration

Component:

- see icon, hear Spanish pronunciation

Component:

- read English/ Spanish translation

## D. Module 2: Courtesy Phrases Demonstration (self-paced)

**Outcome:** This module will focus on 11 courtesy phrases to help library staff create a welcoming environment for Spanish speakers in the Library so that Spanish speaking patrons continue to come into the library and use our services.

Lectora



## Courtesy Phrases Demonstration

Component:

- see images, hear Spanish pronunciation

Component:

- read English/ Spanish translation

## E. Module 3: Communication Phrases Demonstration (self-paced)

**Outcome:** This module will focus on 9 communication phrases to politely address the language skill gap between patron and staff in the Library so that they can continue a conversation and be sure the patron gets the help they need.

Lectora



## Communication Phrases Demonstration

Component:


- see images, hear Spanish pronunciation

Component:

- read English/ Spanish translation


## F. Module 4: Library Cards and Circulation Phrases Demonstration (self-paced)

**Outcome:** This module will focus on 9 communication phrases to communicate with Spanish speakers about Library cards and checking out materials so that they understand library policies and procedures.

<p>Lectora</p> 	<h3>Library Cards and Circulation Phrases Demonstration</h3> <p>Component:</p> <ul style="list-style-type: none"><li>• see images, hear Spanish pronunciation</li></ul> <p>Component:</p> <ul style="list-style-type: none"><li>• read English/ Spanish translation</li></ul>
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## G. Module 5: Common Library Questions & Answers Demonstration (self-paced)

**Outcome:** This module will focus on 9 common questions asked by Spanish speakers in the library so that the patron doesn't leave without their question being resolved.

<p>Lectora</p> 	<h3>Common Library Questions &amp; Answers Demonstration</h3> <p>Component:</p> <ul style="list-style-type: none"><li>• see images, hear Spanish pronunciation</li></ul> <p>Component:</p> <ul style="list-style-type: none"><li>• read English/ Spanish translation</li></ul>
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## K. Final Demonstration: (1-2 minutes)

**Outcome:** The final demonstration will be an animated video of a complete scenario of a library staff member and Spanish-speaking patron using at least one Spanish phrase from each of the five modules.

## [Platform/Tool]

The logo for Vyond, featuring the word "VYOND" in a bold, orange, sans-serif font.

## Final Demonstration

### Component:

- **Visuals:** A scene showing a patron walking into the Library and initiating a conversation with a library staff person behind the desk.
- **Audio Narration:** A dialogue in Spanish between a patron and a staff member.

## L. Final Application: (self-paced)

**Outcome:** The final application will assess learners knowledge and retention of the 12 phrases that were used and their meaning in the final demonstration.

## Lectora



## Final Application

### Component:

- Quiz with 12 interactive slides. The learner must choose or type in the correct response. Each slide will feature a sentence from the Final Demonstration Video.

## M. Real World Application: Job Aid

**Outcome:** Library and Tutoring Staff will be able to reference the 27 Spanish vocab words and 39 Spanish phrases without logging into the course.



## Real World Application (No Guidance)

### Component: Job Aid

- **Job aid**  
There will be a print-out of the 27 Spanish Library Terms and 39 Library Phrases available for reference at the Library Desk.

# OTHER MATERIALS

## Learning Materials



## Spanish Resources

- Duolingo
- South Carolina Library (<https://guides.statelibrary.sc.gov/spanish>)
- Infopeople's Survival Spanish for Library Staff

# Project Sign-Off

Tracey Hughes

CMC Library Director

*Tracey Hughes*

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Printed Name

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Role

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Signature