

UNIVERSITY OF NORTH TEXAS AT DALLAS
COURSE SYLLABUS
Fall 2019

SPANISH 3360 – 001
Spanish for the Professions / 3hs.

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| Department of | Languages and Communications | Division of | Liberal Arts and Sciences |
| Instructor Name: | Rosa Barrett, M.A. | | |
| Office Location: | FH 200A | | |
| Office Phone: | Google voice number (330) 975-0061 | | |
| Email Address: | rosa.barrett@untdallas.edu | | |
| Office Hours: | Tuesdays and Thursdays 11:20-12:20 or by appointment | | |
| Classroom Format: | 100% Face to Face Instruction | | |
| Classroom Location: | DAL 1 #208 | | |
| Class Meeting Days and Times: | Tuesdays and Thursdays 7:00pm - 8:20pm | | |
| Course Catalog Description: | This course focuses on the language of various professions including (among others) medical, teaching, social service, law enforcement, journalism / mass communications and counseling. It emphasizes cultural knowledge to enhance professional work in the Hispanic community. | | |
| Prerequisites: | Spanish 2040 or equivalent. | | |
| Co-requisites: | Spanish 2050 or upper level Spanish Course. | | |
| Required Texts: | <ul style="list-style-type: none"> • Spanish for the Professions (First Edition), ISBN 9781516544424 | | |
| Recommended Text References: | <ul style="list-style-type: none"> • 501 Spanish Verbs ISBN 9780764197970 y Diccionario de español | | |
| Required Materials: | * Journal | | |
| Access to Learning Resources | <p>UNT Dallas Library (Founders Hall) Phone: (972) 780- 1616 Web: http://www.untdallas.edu/library Email: Library@untdallas.edu</p> <p>UNT Dallas Bookstore (Building 1) Phone: (972) 780-3652 Web: http://www.untdallas.edu/bookstore Email: untdallas@bkstr.com</p> | | |

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| Course Goals | Spanish 3360 - Spanish for the Professions is a course designed to emphasize the oral participation of students of Spanish in a professional setting. Authentic conversation as well as proper written communication will be used. Principles of grammar will be discussed in order to improve oral and written skills. Emphasis will be placed on vocabulary building, role-play of participants in specific fields. Themes will include, but will not be limited to, education, social service, law enforcement, business, medicine, counseling and communications. Cultural knowledge acquired in class will enhance professional work in the Hispanic community. |
| <p>Learning Objectives/Outcomes:</p> <p>Expectations at the end of the course:</p> <ul style="list-style-type: none"> • Students will have learned the Spanish terms for major themes • Students will be familiar with the major cultural factors in the professional setting • Students will be able to write in different modes in the Spanish • Students will improve their listening and speaking ability in Spanish | |

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

I. Attendance and Participation

Attendance and participation is a vital part of the course. Please refer to the Attendance and Participation policy for more details.

II. Quizzes and Activities

Written or oral assignments designed to supplement and reinforce course material. They are due before the practicum takes place.

III. Written Reports

Students will have to keep a journal on each class session and will need to provide written detailed reports throughout the course. All reports should be written in Spanish. Reports should be turned in on time. No late reports will be accepted, unless documentation for the delay is provided.

IV. Final Report and Evaluations

Students will turn in Final Report of Course and LULAC Center will turn in Evaluations of students.

Grading Matrix

| Instrument | Points |
|----------------------------------|------------|
| Attendance and Participation | 20 |
| Homework, Quizzes and Activities | 20 |
| Compositions | 20 |
| Oral Presentations | 20 |
| Exams | 20 |
| Total: | 100 |

Grade determination based on average of all quizzes and final:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 59 or less

University Policies and Procedures

Students with Disabilities (ADA Compliance): The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untDallas.edu or at Founders Hall, room 204. (UNT Policy 7.004)

Course Evaluation Policy: Student's evaluations of teaching effectiveness are a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: Papers must be typed. Late papers are accepted only with the instructor's prior approval. Generally, a late penalty will apply. In some circumstances, a student may be allowed to re-submit an assignment on which a low grade was achieved. However, the student **MUST** obtain the instructor's approval to re-submit an assignment. Assignments must be re-submitted within one week of receiving feedback from the instructor. Assignments must be submitted to Blackboard. **Students who need help with Blackboard should contact the Student Help Desk at 972-338-5580 or**

UNTDDistance@unt.edu

Exam Policy: Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook). Tests will contain information from the textbook as well as information discussed in class that may not be in the textbook. Information from the textbook may be included on tests even if it is not discussed in class. The availability of make-up tests will be determined on a case-by-case basis. Make-up tests may contain a different selection of questions than was on the regular test.

Academic Integrity: Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity (Policy 7.002) at [http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic Integrity.pdf](http://www.untDallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic%20Integrity.pdf) Refer to the Student Code of Student Rights, Responsibilities and Conduct at http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. In addition, all academic work turned in for this class, including exams, papers and written assignments must include the following statement: "On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy."

Bad Weather Policy: Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information please refer to <http://www.untDallas.edu/police/resources/notifications> or call UNT Dallas Campuses main voicemail number (972) 780-3600. All students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Diversity/Tolerance Policy: Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions that violate the Code of Student Conduct will be referred to the Dean of Students, as the instructor deems appropriate. (UNTD Policy 7.001)

Attendance and Participation Policy: Class attendance and participation is essential because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is necessary to the integration of course material and your ability to demonstrate proficiency. Students are also responsible to make up any work covered in class. The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <http://www.untDallas.edu/hr/upol>.

Cell Phone Use:

The main focus of this course is to communicate and share information face to face. Please **silence cell phones during class time**. It is disrespectful of others in the class and unprofessional behavior to use cell

phones during class for calls and/or texting. **PLEASE DO NOT TEXT DURING CLASS PERIOD.** In the event of an emergency, place the cell phone on vibrate. NO calls may be taken in the classroom; in a true emergency, step into the hall to take calls. **Cell calls or texts during class will be considered absences and the attendance policy will be applied.**

Other Technology Use:

The use of laptops, tablets and other devices should only be used when approved by the instructor. In such events, chatting, checking email, visiting websites unrelated to the class activities are examples of inappropriate and unprofessional use of this technology. Students will be redirected or asked to close the laptop if inappropriate use becomes an issue.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Course Outline

This schedule is subject to change by the instructor. Any changes will be communicated in class.

Calendario

1ª. Semana -

- Cap. 1: El sistema legal

2ª. Semana -

- Cap. 1: El sistema legal

3ª. Semana -

- Cap. 2: La salud pública, los servicios sociales, la salud dental y el médico

4ª. Semana -

- Cap. 2: La salud pública, los servicios sociales, la salud dental y el médico

5ª. Semana -

- Cap. 2: La salud pública, los servicios sociales, la salud dental y el médico

6ª. Semana -

- Cap. 3: La banca y las finanzas

7ª. Semana -

- Cap. 3: La banca y las finanzas

8ª. Semana -

- Cap. 4: La comunidad y la policía

9ª. Semana -

- Cap. 4: La comunidad y la policía

10ª. Semana -

- Cap. 5: La vivienda y los bienes y raíces

11ª. Semana - Cap. 5: La vivienda y los bienes y raíces

12ª. Semana -

- Cap. 6: Informática y tecnología

13ª. Semana -

- Cap. 6: Informática y tecnología

14ª. Semana -

- Cap. 7: Los recursos humanos

15ª. Semana -

- Cap. 7: Los recursos humanos

16ª. Semana -

- Examen Final