

SPAN 3309 Spanish for the Professions AULA TH218 Spring 2016	Ana Gregorio-Cano, Ph.D. 316 Hammond Hall <a href="mailto:ana.gregoriocano@uta.edu">ana.gregoriocano@uta.edu</a> Office Hours: Tuesday&Thursday 12.20-13.20pm and by appointment
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## **Spanish for the Professions**

### **Catalog's description**

Topics may include Peninsular or Latin American film, music, radio, politics, human rights movements, literature, language or Hispanic linguistics. It may be repeated as the topic changes. Prerequisite: SPAN 2314 or SPAN 2315 with a grade of C or better.

### **Propuesta del curso**

Esta asignatura está diseñada para que el estudiante mejore su competencia oral y escrita del español en el ámbito de las profesiones. También se reforzará la competencia lectora, argumentativa y crítica. El curso comprende un repaso de los aspectos gramaticales más relevantes e incluye lecturas de temas actuales para fomentar la participación oral y afianzar la comprensión lectora. Al mismo tiempo el estudiante ampliará y afianzará su vocabulario en lengua española en lo relativo a los distintos campos laborales.

### **Objetivos**

- Desarrollar las estrategias lingüísticas necesarias para desenvolverse en el mundo profesional del ámbito hispano.
- Desarrollar las capacidades necesarias para el desempeño profesional en las distintas situaciones del ámbito laboral.
- Ampliar y utilizar el léxico del ámbito de las profesiones.
- Producir textos orales y escritos relacionados con las distintas profesiones.
- Aprender a desenvolverse en los distintos ámbitos profesionales.
- Identificar las distintas tipologías textuales así como sus funciones comunicativas.
- Leer, comprender y producir distintos tipos de textos especializados relacionados con el ámbito profesional.
- Aprender a redactar cartas, informes, textos periodísticos y publicitarios, comunicados, curricula y documentos relacionados con el ámbito laboral.
- Adquirir las convenciones sociales propias y desarrollar las estrategias culturales necesarias para desenvolverse en el ámbito profesional del mundo hispano.

### **Contenidos**

- El mundo laboral
- El texto. Niveles de análisis
- Textos publicitarios
- Textos informativos y periodísticos

- Textos literarios
- Textos científicos, técnicos y humanísticos
- Textos médicos
- Textos jurídico-administrativos
- El mundo empresarial
- Cartas formales y comerciales
- Curriculum y solicitud de empleo
- Repaso de distintos aspectos de la gramática española

### **Grading and Descriptions of Major Assignments**

- 15% Class Participation/ Homework: Students are responsible for the readings to be discussed in class. You will be asked to prepare written answers about the assigned readings and turn them in via Blackboard.
  - All homework must be typed, double-spaced, Times New Roman 12.
  - The professor reserves the right to collect and grade homework at any point throughout the semester.
  - No late homework will be accepted.
  - How to submit your assignments on Blackboard:  
[http://ondemand.blackboard.com/r91/movies/bb91\\_student\\_submit\\_assignment.htm](http://ondemand.blackboard.com/r91/movies/bb91_student_submit_assignment.htm)
- 35% Compositions
- 25% Midterm: Thursday, March 3
- 25% Final.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog.  
[http://web.uta.edu/catalog/content/general/academic\\_regulations.aspx#10](http://web.uta.edu/catalog/content/general/academic_regulations.aspx#10)

Expectations for Out-of-Class Study: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

Attendance and Participation Policy: Attendance is mandatory. After two absences the student's grade will be lowered 1.5% for each absence. Participation is mandatory; if the student doesn't participate on a daily basis his/her grade will be affected significantly.

Common Courtesy: **Please do not enter class late. Every third tardy (10 minutes late) will count as one absence. Please, turn off your cell phone before entering class.**

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).

Make-up Exam Policy: There will be no make-up exams given without permission from the instructor.

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX)

Academic Integrity: All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources)

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

Librarian to Contact: Diane Shepelwich. She can be reached at [dianec@uta.edu](mailto:dianec@uta.edu)

### Course Schedule

Session	Day of the week	Date	Class Schedule
1	Tuesday	01/19	Presentación de la asignatura (evaluación, creación de grupos). Datos personales y profesionales.
2	Thursday	01/21	Saludos y presentaciones. ¿A qué te quieres dedicar el día de mañana?
3	Tuesday	01/26	Actividades/deberes. Repaso de gramática y ortografía.
4	Thursday	01/28	El texto. Niveles de análisis.
5	Tuesday	02/02	Actividades/deberes. Repaso de gramática y ortografía.
6	Thursday	02/04	Textos publicitarios
7	Tuesday	02/09	Actividades/deberes. Repaso de gramática y ortografía.
8	Thursday	02/11	Textos informativos y periodísticos (I)
9	Tuesday	02/16	Actividades/deberes. Repaso de gramática y ortografía.
10	Thursday	02/18	Textos periodísticos (II)
11	Tuesday	02/23	Actividades/deberes. Repaso de gramática y ortografía.
12	Thursday	02/25	Textos literarios
13	Tuesday	03/01	Actividades/deberes. Repaso de gramática y ortografía.
14	Thursday	03/03	MIDTERM
15	Tuesday	03/08	Actividades/deberes. Repaso de gramática y ortografía.
16	Thursday	03/10	Los textos científicos, técnicos y humanísticos
17	Tuesday	03/22	Actividades/deberes. Repaso de gramática y ortografía.
18	Thursday	03/24	Los textos jurídico-administrativos
19	Tuesday	03/29	Actividades/deberes. Repaso de gramática y ortografía.
20	Thursday	03/31	El mundo empresarial
21	Tuesday	04/05	Actividades/deberes. Repaso de gramática y ortografía.
22	Thursday	04/07	Solicitud de empleo y correspondencia

			(I)
23	Tuesday	04/12	Actividades/deberes. Repaso de gramática y ortografía.
24	Thursday	04/14	Solicitud de empleo y correspondencia (II)
25	Tuesday	04/19	Actividades/deberes. Repaso de gramática y ortografía.
26	Thursday	04/21	Currículum vitae: formatos convencionales vs. no tradicionales
27	Tuesday	04/26	Actividades/deberes. Repaso de gramática y ortografía.
28	Thursday	04/28	Becas y salidas profesionales con el español como ingrediente clave.
29	Tuesday	05/03	Actividades/deberes. Repaso.
30	Thursday	05/05	Actividades/deberes. Repaso.

*“As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Ana Gregorio-Cano”*

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.