



SPAN 3309-001 Spanish for the Professions
Fall/ 2017

Instructor: Ana Gregorio-Cano, PhD

Office Number: Hammond Hall 316

Office Telephone Number: (817) 272-3161

Email Address: ana.gregoriocano@uta.edu

Faculty Profile: <https://www.uta.edu/profiles/ana%20-gregorio%20-cano>

Office Hours: Monday and Wednesday from 7:55a.m. to 8:55a.m. and by appointment.

Section Information: SPAN 3309-001

Time and Place of Class Meetings: Monday, Wednesday and Friday 11:00 a.m. to 11:50 a. m. TH202

Description of Course Content: Practice in Spanish-language skills needed in the professional fields in order to communicate with Spanish-speaking individuals. Emphasis on specialized vocabulary building, role play, and an understanding of Hispanic culture. Topics may include Spanish for law enforcement, social services, education, medicine, business, and communications. Prerequisite: SPAN 2314 or SPAN 2315, or the equivalent, with a grade of C or better.

Student Learning Outcomes:

- Gain perspective of cross-cultural professional practices and professional etiquette in the United States, Latin America and Spain.
- Develop the ability to identify appropriate documentation resources and to be able to measure their reliability and to use them.
- Acquire and utilize specialized vocabulary in student-centered activities that simulate social and professional interactions (job interviews, etc.).
- Improve critical thinking skills through research and discussion of specialized texts and Internet resources.
- Make formal oral presentations on content-based material in a coherent and professional manner.
- Write technical documents using analytical and persuasive language, employing accurate grammar and structure.
- Develop interpersonal competence and the ability to work in groups.



SPAN 3309-001 Spanish for the Professions
Fall/ 2017

In order to achieve this, students will:

- Learn how to handle a variety of communicative tasks using several verb tenses, as well as grammatical structures.
- Learn how to write about concrete and factual topics of personal and public interest informal and informal situations.
- Express and support ideas based on the information studied, as well as to express agreement or disagreement to interlocutor's arguments, and express counter points effectively and persuasively.
- Develop ability to adapt language use to a variety of social situations and/or modes of communication (email vs. formal paper, for example).
- Control common, general vocabulary, as well as some specialized terminology.

Required Textbooks and Other Course Materials:

(2016) Boris Tarré, Marta and Lori Celaya. *Spanish for the Professions* (First Edition). Cognella: San Diego.

Additional material will be provided by the instructor of the course, as well as links to online references. Additional reading will be provided and made available through Blackboard.

Descriptions of major assignments and examinations:

- Students are responsible for the reading to be discussed in class. Students will be asked to prepare written answers about the assigned reading and turn them in via Blackboard.
- All homework must be typed (Times New Roman 12) and double-spaced.
- The professor reserves the right to collect and grade homework at any point throughout the semester.
- No late homework will be accepted.
- Students should be prepared to interact in class.
- This class will also require significant amounts of memorization to learn the active vocabulary.
- Students will review the theoretical concepts debated in class and be able to discuss them.
- How to submit your assignments on Blackboard:
http://ondemand.blackboard.com/r91/movies/bb91_student_submit_assignment.htm

Attendance: At The University of Texas at Arlington, attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this course, I have established the following attendance policy. Attendance is mandatory. After two absences the student's grade will be lowered 2% for each absence. Participation is mandatory; if the student doesn't participate on a daily basis his/her grade will be affected significantly. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final



SPAN 3309-001 Spanish for the Professions

Fall/ 2017

grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Other Requirements: 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.*

Grading:

Homework (individual and group tasks): 35%.

Midterm: individual oral exam (job interview): 10%.

Quizzes: 30%. There will be 6 quizzes to test vocabulary and course content.

Project A-The job search: CV preparation and cover letter (group project): 10%.

Project B-Medical Spanish (group project): 10%.

LinkedIn Professional profile (individual project): 5%.

♣ *There is no final exam for this course.*

Make-up Exam Policy: There are no make-up exams except in cases of demonstrable emergencies.

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 **6 hours** per week of their own time in course-related activities, including reading required materials, research, completing assignments, preparing for exams, etc.

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 catalogue. http://wwwb.uta.edu/catalog/content/general/academic_regulations.aspx#10

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://wwwb.uta.edu/aao/fao/>).

Disability Accommodations: UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the*



SPAN 3309-001 Spanish for the Professions

Fall/ 2017

Rehabilitation Act. 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 disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos*

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

Academic Integrity: Students enrolled all UT Arlington courses 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.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor



SPAN 3309-001 Spanish for the Professions

Fall/ 2017

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. Additional information is available at <https://www.uta.edu/conduct/>.

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>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online 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 via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: for semester-long courses, 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, which is located



SPAN 3309-001 Spanish for the Professions

Fall/ 2017

towards the left of the classroom at the end of the hallway. 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 individuals with disabilities.

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, or view the information at www.uta.edu/resources.

Course Schedule (Tentative)

Spanish for the professions Fall 2017		
First day of classes	Friday August 25	<ul style="list-style-type: none"> Introduction to the course: course structure. How to be successful: Working in class and at home! How is the course going to be assessed? Self-assessment, peer-assessment, continuous assessment. <p>@Home:</p> <ol style="list-style-type: none"> P. 288 → “El ordenador nació para resolver problemas que antes no existían”. P. 288-290 → Lectura cultural. Ejercicios A y B.
WEEK 1		
	Monday August 28	<p>Capítulo 6. Informática y tecnología.</p> <p>@Home:</p> <ol style="list-style-type: none"> P. 294 → Ejercicio B. P. 295 → Ejercicio C.
	Wednesday August 30	<p>ON-LINE</p> <p>Capítulo 7. Los recursos humanos.</p> <p>@Home:</p> <ol style="list-style-type: none"> P. 335-338 → ejercicio A.
	Friday September 1	ON-LINE

SPAN 3309-001 Spanish for the Professions
Fall/ 2017

		<p>Capítulo 7. Los recursos humanos.</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 344-347 → ejercicios A, B y C 2. P. 352-358 → lee y realiza los ejercicios que aparecen en esas páginas.
WEEK 2		
	Monday September 4	Labor day. No class.
	Wednesday September 6	<p>Capítulo 6. Informática y tecnología.</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 297-298 → Informe matutino.
	Friday September 8	<p>Capítulo 6. Informática y tecnología.</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 309-310 → ejercicio A (1, 2, 3 y 4).
WEEK 3		
	Monday September 11	<p>Capítulo 6. Informática y tecnología (in class assessment: 5% final grade)</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 333 → paso 1 y 2.
	Wednesday September 13	<p>Capítulo 3. La banca y las finanzas.</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 173-175 → lectura cultural (ejercicio A). 2. P. 176-178 → estudio del vocabulario y ejercicio A.
	Friday September 15	<p>Capítulo 3. La banca y las finanzas. [En clase p.180-183]</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 185-186 → Informes matutinos.
WEEK 4		
	Monday September 18	<p>Capítulo 3. La banca y las finanzas.</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 196 → Ejercicio A: 1, 2 y 3.
	Wednesday September 20	Capítulo 3. La banca y las finanzas.
	Friday September 22	Capítulo 3. La banca y las finanzas (in class assessment: 5% final grade)
WEEK 5		
	Monday September 25	Capítulo 4. La comunidad y la policía.

SPAN 3309-001 Spanish for the Professions
Fall/ 2017

		@Home: 1. P. 210-213 → Lectura cultural I, ejercicios A y B.
	Wednesday September 27	Capítulo 4. La comunidad y la policía. @Home: 1. P. 213-216 → Lectura cultural II, ejercicio A.
	Friday September 29	ON-LINE @Home: 1. P. 218-222 → estudia el vocabulario que aparece en estas páginas. Intenta encontrar sinónimos y antónimos.
WEEK 6		
	Monday October 2	Capítulo 4. La comunidad y la policía. @Home: 1. P. 225-227 → diálogos 2, 3 y 4.
	Wednesday October 4	Capítulo 4. La comunidad y la policía (in class assessment: 5% final grade). @Home: 1. P. 237-242 → lectura y ejercicios A y A.
	Friday October 6	Midterm: oral exam. @Home: Capítulo 5. La vivienda y los bienes y raíces. 1. P. 257-259 → Lectura cultural y ejercicios A y B.
WEEK 7		
	Monday October 9	Midterm: oral exam. @Home: Capítulo 5. La vivienda y los bienes y raíces. 1. P. 259-260 → Lee atentamente el vocabulario de este capítulo y busca sinónimos y antónimos para todas aquellas palabras que te resulten nuevas o desconocidas. 2. P. 260-262 → Realiza el ejercicio A.
	Wednesday October 11	Midterm: oral exam. @Home: Capítulo 5. La vivienda y los bienes y raíces.

SPAN 3309-001 Spanish for the Professions
Fall/ 2017

		1. P. 271-276 → Realiza las lecturas correspondientes y los ejercicios A, B y C.
	Friday October 13	Capítulo 5. La vivienda y los bienes y raíces. @Home: 1. P. 279-280 → Realiza la lectura en voz alta y grábate (debes subir la grabación a Blackboard). Luego haz el ejercicio A.
WEEK 8		
	Monday October 16	Capítulo 5. La vivienda y los bienes y raíces. @Home: 1. P. 280-283 → Realiza la lectura en voz alta y grábate (debes subir la grabación a Blackboard). Luego haz el ejercicio A.
	Wednesday October 18	Capítulo 5. La vivienda y los bienes y raíces (in class assessment: 5% final grade).
	Friday October 20	Capítulo 1. El sistema legal. @Home: 1. P. 9-15 → lectura cultural y ejercicio A, B y C.
WEEK 9		
	Monday October 23	Capítulo 1. El sistema legal. @Home: 1. P. 28-76 → lee el contenido de estas páginas y presta especial atención al vocabulario nuevo y los conceptos que desconoces.
	Wednesday October 25	Capítulo 1. El sistema legal. @Home: 1. P. 28-76 → lee el contenido de estas páginas y presta especial atención al vocabulario nuevo y los conceptos que desconoces.
	Friday October 27	Capítulo 1. El sistema legal. @Home: 1. P. 28-76 → lee el contenido de estas páginas y presta especial atención al

SPAN 3309-001 Spanish for the Professions
Fall/ 2017

		vocabulario nuevo y los conceptos que desconoces.
WEEK 10		
	Monday October 30	Capítulo 1. El sistema legal (in class assessment: 5% final grade)
	Wednesday November 1	<p>ON-LINE</p> <p>Capítulo 2. La salud pública: los servicios sociales, la salud dental el médico.</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 78-80: lectura cultural y ejercicios A y B. 2. P. 97-98: lectura cultural y ejercicios A y B.
	Friday November 3	<p>ON-LINE</p> <p>Capítulo 2. La salud pública: los servicios sociales, la salud dental el médico.</p> <p>@Home:</p> <ol style="list-style-type: none"> 1. P. 115-117: lectura cultural y ejercicios A y B. 2. P. 117-133: vocabulario.
WEEK 11		
	Monday November 6	<p>Capítulo 2. La salud pública: los servicios sociales, la salud dental el médico.</p> <p>@Home:</p> <p>En grupos: la medicina en español.</p>
	Wednesday November 8	<p>Capítulo 2. La salud pública: los servicios sociales, la salud dental el médico.</p> <p>@Home:</p> <p>En grupos: la medicina en español.</p>
	Friday November 10	<p>Capítulo 2. La salud pública: los servicios sociales, la salud dental el médico.</p> <p>@Home:</p> <p>En grupos: la medicina en español.</p>
WEEK 12		
	Monday November 13	<p>Capítulo 2. La salud pública: los servicios sociales, la salud dental el médico.</p> <p>@Home:</p> <p>En grupos: la medicina en español.</p>



SPAN 3309-001 Spanish for the Professions
Fall/ 2017

	Wednesday November 15	Capítulo 2. La salud pública: los servicios sociales, la salud dental el médico. @Home: En grupos: la medicina en español.
	Friday November 17	Capítulo 2. La salud pública: los servicios sociales, la salud dental el médico (in class assessment: 5% final grade)
WEEK 13		
	Monday November 20	Capítulo 7. Los recursos humanos. El currículum vitae y la carta de presentación.
	Wednesday November 22	Capítulo 7. Los recursos humanos. El currículum vitae y la carta de presentación. @Home: Entrega de tu currículum en inglés y una breve reflexión con las principales diferencias entre un currículum para Estados Unidos y uno para España.
	Friday November 24	No class, Thanksgiving break.
WEEK 14		
	Monday November 27	Revision session: project-Medical Spanish (group project).
	Wednesday November 29	Revision session: project-Medical Spanish (group project).
	Friday December 1	Project B-Medical Spanish (group project): class presentation.
WEEK 15		
	Monday December 4	Project B-Medical Spanish (group project): class presentation.
	Wednesday December 6	Project B-Medical Spanish (group project): class presentation.

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.