

# SYLLABUS

## **Introduction to Business Spanish 335 Section 001**

Fall 2011 (Aug 22 – Dec 16)

Time: 2:00 to 2:50 p.m.

M,W,F — Faner 2061

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Hours: M,W,F 3:00-4:30p & Thursdays  
2:00-3:30p; also by appointment

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## **Course Description and Objectives**

**Introduction to Business Spanish 335 — 3 credit hours.** It deals with the language of the Hispanic business community in readings, correspondence, and documents. It prepares intermediate-level students for successful communication in the Spanish-speaking business world by building on their existing knowledge and emphasizing practical, real-life applications of language functions. Its aim is to provide students with opportunities to increase their oral proficiency, cross-cultural understanding, and accuracy in oral and written communication in business Spanish.

**Prerequisite: Spanish 320.**

## **Required Books**

1. Entre socios—Carmen Carney and Carlos Coria-Sánchez (9780073385273)
2. Spanish for Business and Finance (6/ed)—Jarvis, Lebrede (9780395963012)
3. The Oxford Spanish Dictionary (Thumb Index Edition) (9780199208975)

## **Course Requirements**

**Attendance:** Regular attendance is required. You are allowed a total of 3 unexcused absences (a whole week!) without any penalty. Each unexcused absence thereafter will result in 1% deduction off your final grade. **Oversleeping and travel plans are not excused absences.** Acceptable excuses are documented medical emergencies, personal crises, etc. Every two times of arriving to class more than five minutes late will count as one absence.

- **University Policy on Accommodating Religious Students**  
(SIUC 2010-11 Undergraduate Catalog, p. 476)

**Preparation and Participation:** Not only should you be present, but you should also be always prepared to participate actively in the classroom activities. These may range from answering questions and writing on the chalkboard to presenting dialogues in pairs, small groups, or individually. You cannot participate if you are absent, therefore absences will also affect your participation grade. You are required to have done your

homework and read the corresponding material before coming to class each day.  
(Worth 10% of final grade)

Written homework: There will be several written assignments. Each one will be due on the day for which it is assigned—**LATE ONES WILL NOT BE ACCEPTED.**  
(Worth 14% of final grade)

Quizzes: You may expect at least four pop quizzes (probably as many as seven and they will not be announced). No make-ups will be given **for any reason.** (Worth 14% of final grade)

Exams: You will have four one-hour exams. Each exam will be over the material covered up to the day before the exam. Exam-4 will be given during final-exams week and you will have two hours to complete it. (Total exam-worth 52% of final grade)

Oral Presentation: Near the end of the semester you will give in class a Power Point Presentation in Spanish on a business topic of your choice, but pre-approved by your instructor. Normally, this is scheduled during an evening that everyone can be present so that all presentations can be done on the same day. (Worth 10% of final grade)

**NOTE-1:** *You are strongly advised to keep me informed of any difficulties you may be experiencing during the term. These include illnesses and personal crises which might prevent you from attending, participating, or performing well in class.*

Extra credit: ***There's NO EXTRA CREDIT in this course.*** You are receiving credit for doing your homework, for coming to class prepared, for attending, and participating actively in the classroom activities and discussions. Since these are required and NOT optional, they are NOT meritorious; any credit you receive for them is a BIG bonus.

**NOTE-2:** *Students who quit attending this class and do not officially withdraw (from the course) before the drop deadline, will receive an "F" or a "WF" as appropriate.*

## Grading

In summary, the course grade will be computed as follows:

		<b>Grading Scale</b>
PREPARATION & PARTICIPATION	10%	90-100% = A
WRITTEN HOMEWORK (37)	14%	80-89% = B
QUIZZES (4-7)	14%	70-79% = C
EXAMS (4 X 13)	52%	60-69% = D
ORAL PRESENTATION (1)	<u>10%</u>	0-59% = F
	Total 100%	

Emergency Procedures: SIUC is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency

response information is available on posters in every building on campus and in the Emergency Response Guideline pamphlet. It is also available on BERT's website at [www.bert.siu.edu](http://www.bert.siu.edu) and on the Department of Safety's website [www.dps.siu.edu](http://www.dps.siu.edu).

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Academic Honesty/Plagiarism requires that all work that you turn in must be your own. Statement on Academic Honesty/Plagiarism – Morris Library Guide on Plagiarism (<http://libguides.lib.siu.edu/plagiarism>) “As defined by the SIUC Student Conduct Code (<http://policies.siu.edu/policies/conduct.html>) acts of academic dishonesty include, but are not limited to:

1. **Plagiarizing** or representing the work of another as one's own work;
  2. Preparing work for another that is to be used as that person's own work;
  3. Cheating by any method or means;
  4. Knowingly or willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research;
  5. Knowingly furnishing false information to a university official relative to academic matters;
  6. Soliciting, aiding, abetting, concealing, or attempting acts of academic dishonesty.
- SIUC Policy on “Incomplete” as a Course Grade: **The following text is taken from the *Undergraduate Catalog 2009-2010* p. 38 and the *Undergraduate Catalog 2010-2011* p. 34:**
  - An *INC* is assigned when, for reasons beyond their control, students **engaged in passing work** are unable to complete all class assignments. An *INC* must be changed to a completed grade within a time period designated by the instructor but not to exceed one year from the close of the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, not to exceed one year, or graduation, whichever comes first, the incomplete will be converted to a grade of *F* and the grade will be computed in the student's grade point average. Students should not reregister for courses in which an *INC* has been assigned with the intent of changing the *INC* grade. Re-registration will not prevent the *INC* from being changed to an *F*.

Students requesting an incomplete must do so in writing. All agreements between students and instructors on how an incomplete is to be completed must be in writing and must bear the signature of both, instructor and student. Each party

involved must retain a copy of their agreement which should list exactly all that will be required in order to complete the course.

- **Supplementary Assistance:** With the cooperation of SIUC's Disability Support Services (DSS), each student who qualifies for reasonable supplementary assistance has the right to receive it. Students requesting supplementary assistance must first register with DSS in Woody Hall B-150, (453-5738) or <http://disabilityservices.siuc.edu/>
- **Foreign Language Help Center (FLHC):** During Fall and Spring semesters the Spanish Section tries to maintain a tutoring center for students who need help beyond classroom instruction. FLHC normally begins around the fourth week of the semester and is run by volunteers. Although we make a great effort to offer this additional assistance to our students, the volunteers reserve the right to NOT be available on certain days that for personal reasons are unable to provide tutoring. The most updated schedule of FLHC is always found on the door of 2078 Faner Hall. Other copies are posted on our bulletin boards throughout the department and on the web page of the department of foreign languages: <http://languages.siuc.edu/>
- *\*For Academic Calendars, go to <http://registrar.siuc.edu/> and click on the Calendar Tab to find dates for withdrawals, adds, drops, etc.*
- Last day to drop a full semester length course to be eligible for a credit/refund; last day to change credit/audit status. Last day to withdraw from the University with a full refund is **Friday, September 2**
- Last day to drop a full semester length course online using Salukinet (for students) is **Friday of the 8<sup>th</sup> week (Friday, October 14<sup>th</sup>)**
- For other deadlines, please consult with your academic adviser or go to <http://registrar.siuc.edu/> and click on the Calendar Tab to find dates for withdrawals, adds, drops, etc.

Disruptive Behavior Policies: The following activities are NOT permitted during class:

- Being noisy, unruly, disrespectful, using foul or vulgar language
- Use of laptops, cell phones, MP3 players – ask your instructor about laptops
- Reading magazines, newspapers, and books from other classes
- Eating — ask your instructor
- Drinking anything other than water — ask your instructor

## Spanish 335 -- Fall 2011 Schedule

**(TENTATIVE)**

#	WEEK		Monday	Wednesday	Friday
01	22-26	August	<u>Introduction</u>	Capítulo 1 Argentina	Capítulo 1 WB-1
02	29-2	September	Capítulo 1 Bolivia	Capítulo 1 <b>Carta-1</b>	Capítulo 1 WB-2 Chile
03	5-9		<b>Labor Day</b>	Capítulo 2	Capítulo 2 WB-3 Colombia
04	12-16		Capítulo 2 Costa Rica	Capítulo 2 <b>Carta-2</b>	Capítulo 2 WB-4 Cuba
05	19-23		<b>EXAMEN-1</b>	Capítulo 3 Ecuador	Capítulo 3 WB-5
06	26-31		Capítulo 3 El Salvador	Capítulo 3 <b>Carta-3</b>	Capítulo 3 WB-6 España
07	3-7	October	Capítulo 4	Capítulo 4 Guatemala	Capítulo 4 WB-7
08	10-14		<b>Fall Break</b>	Capítulo 4 Honduras <b>Carta-4</b>	<b>EXAMEN-2</b> WB-8
09	17-21		Capítulo 4 México	Capítulo 5	Capítulo 5 WB-9 Nicaragua
10	24-28		Capítulo 5	Capítulo 5 Panamá <b>Carta-5</b>	Capítulo 5 WB-10
11	31-4	November	Capítulo 6 Paraguay	Capítulo 6	Capítulo 6 WB-11 Perú
12	7-11		Capítulo 6 <b>Carta-6</b>	<b>EXAMEN-3</b> WB-12	<b>Veterans Day</b>
13	14-18	***** *****	Capítulo 7 Puerto Rico	Capítulo 7 Rep. Dominicana	Capítulo 7 WB-13 Uruguay
14	21-25		Capítulo 7 <b>Carta-7</b>	<b>—Thanksgiving Vacation—</b>	
15	28-2	December	Capítulo 7	Capítulo 8 Venezuela	Capítulo 8 WB-14 Rep Dominicana
16	5-9		Capítulo 8	Capítulo 8 <b>Carta-8</b>	Capítulo 8 WB-15
17	12-16	<b>Exam-4: Friday DEC 16<sup>th</sup>, 3:10 to 5:10 p.m.</b>			

**\*\* Oral Presentations Week**

**ANNOUNCEMENT: SERIOUS STUDENTS WILL BE TAKEN SERIOUSLY!!!**

## Written Homework Schedule

**Late homework will not be accepted!**

26-Aug-11	Workbook	*	Turn in workbook for Lección 1	1.
31-Aug-11	Textbook	Page 15	Turn in <b>carta #1</b>	2.
02-Sep-11	Workbook	*	Turn in workbook for Lección 2	3.
09-Sep-11	Workbook	*	Turn in workbook for Lección 3	4.
14-Sep-11	Textbook	Page 36	Turn in <b>carta #2</b>	5.
16-Sep-11	Workbook	*	Turn in workbook for Lección 4	6.
23-Sep-11	Workbook	*	Turn in workbook for Lección 5	7.
28-Sep-11	Textbook	Page 56	Turn in <b>carta #3</b>	8.
31-Sep-11	Workbook	*	Turn in workbook for Lección 6	9.
07-Oct-11	Workbook	*	Turn in workbook for Lección 7	10.
12-Oct-11	Textbook	Page 77	Turn in <b>carta #4</b>	11.
14-Oct-11	Workbook	*	Turn in workbook for Lección 8	12.
21-Oct-11	Workbook	*	Turn in workbook for Lección 9	13.
26-Oct-11	Textbook	Page 99	Turn in <b>carta #5</b>	14.
28-Oct-11	Workbook	*	Turn in workbook for Lección 10	15.
04-Nov-11	Workbook	*	Turn in workbook for Lección 11	16.
07-Nov-11	Textbook	Page 117	Turn in <b>carta #6</b>	17.
09-Nov-11	Workbook	*	Turn in workbook for Lección 12	18.
18-Nov-11	Workbook	*	Turn in workbook for Lección 13	19.
21-Nov-11	Textbook	Page 141	Turn in <b>carta #7</b>	20.
02-Dec-11	Workbook	*	Turn in workbook for Lección 14	21.
09-Dec-11	Textbook	Page 165	Turn in <b>carta #8</b>	22.
07-Dec-11	Workbook	*	Turn in workbook for Lección 15	23.

\* The workbook sections to be turned in are:

- **Para conversar**
- **Vamos a practicar**
- **Sirva Ud. de intérprete**
- **Sirva Ud. de traductor**

NOTE: Appendix A, located towards the end of the textbook, contains 31 grammar topics. About 4 of these topics will be assigned during each chapter. Information about specific Spanish-speaking countries will also be discussed in class.