

SYLLABUS

Spanish Conversation for Professionals

TR 12:40-2:00 3149 Pearson

Instructor Information**Professor:** Magdalena Baranowska**Office:** 3102E Pearson Hall, **Phone:** (515) 294-0862**E-mail:** mgdbar@iastate.edu**Office hours:** TR 11:00-12:00 & by appointment**Prerequisite for the Course Description**

You qualify to take Span 303B if you have taken Span 202 or four years of high school Spanish. Other kinds of academic preparation may qualify you with the Instructor's approval. If you have declared Spanish as your first language, you cannot attend Spanish 301 or 303-level classes (you can only attend classes 304 or higher).

Course Description

Practice in both formal and informal discourse for communication in professional settings such as Business. This course focuses on refining fluency through discussions and practical experiences that reflect real-world settings in the Spanish-speaking world and among the Spanish-speaking population of the United States. The principal goal of this course is preparation of intermediate/advanced students for successful communication in the Spanish-speaking professional world. It is designed to develop skills in listening and speaking and to foster cultural literacy. Pertinent assignments in reading and writing will support these skills and culture objectives. Course readings, discussions, instruction, and work are entirely in **Spanish**. Class activities will focus on building professional vocabulary and providing exercise in constructing effective and meaningful statements in the target language. Assignments are completed in Blackboard. Some of the assignments and access to content for this course include online discussion forums, and online quizzes.

Course Objectives

Students will increase their oral and listening abilities in Spanish to at least the Intermediate mid to high level in order to:

1. Handle every day and routine work situations with confidence.
2. Recognize and incorporate into speech specialized vocabulary related to professional fields.
3. Communicate facts and talk casually about topics of current public and personal interest.
4. Strengthen professional rhetorical writing abilities and awareness of cultural values, beliefs, and ideologies of the Hispanic world.
5. Recognize, define and incorporate into speech grammatical structures pertinent to oral communication.

SYLLABUS

6. Demonstrate speaking and listening proficiency equivalent to the ACTFL intermediate mid/high level.

Attendance

Attendance is a key issue in foreign language learning, and failure to come to class deprives the student of necessary exposure to the target language. Attendance will be taken each day. Regular class attendance is essential for successful completion of the course.

-You may miss three (3) classes for any reason (personal, medical, motivational, etc.) without directly affecting your grade. The fourth absence and every subsequent absence will result in the loss of two percentage points (2%) from the final overall course grade. For example, Josh has an overall grade of 88%, but he has 5 absences so his final grade is 84%. Upon the seventh (7th) unexcused absence, you will fail the course regardless of your performance in other areas.

-Absences may be excused on a case-by-case basis and only with extenuating circumstances at the discretion of the instructor. Documentation may be required by the instructor.

-Two (2) late arrivals and/or (2) early departures will constitute one (1) absence. Late arrivals disrupt other students and the lesson, besides being rude behavior. Repeated late arrivals and early departures will also directly and adversely affect your final course grade. It is the student's responsibility to notify the professor of their late arrival or early departure.

Make up Work

If students know they will miss class (i.e. for an ISU sponsored event, field trip, conference, sports activity, etc.) they must make up the work in advance. Late and unexcused work will not be accepted. There will generally be no make-ups on tests, quizzes, and oral presentations. It is a student's responsibility to plan to be present for those scheduled days.

If a student is ill, s/he should make every effort to submit work on time, either electronically or via a classmate or friend. In the case in which the instructor accepts late work from a student or allows a make-up exam, the instructor cannot guarantee that any such work will be graded in a timely manner.

Grade Distribution

Course grades will be calculated based on the following distribution.

- 13% Engagement/Participation
- 17% Homework: *Intercultura* Online Quizzes (4x2=8%) & Forum (3x3=9%)
- 10% Online Quizzes: Blackboard Audio/Vocabulary (5x2=10%)
- 10% Oral Presentation (1)
- 50% Exams: Mid-Term/Exit (2) Interviews (15% Mid-Term, 10% Final Interview) & Timed Written Exam (2) (15% Exam 1, 10% Exam 2)

SYLLABUS

Departmental Grading Scale

A 93-100% B 83-86% C 73-76% D 63-66%

A- 90-92% B- 80-82% C- 70-72% D- 60-62%

B+ 87-89% C+ 77-79% D+ 67-69% F 0-59%

NOTE: Grades are not rounded to the next letter grade. For example, an accumulated score of 79.9 remains a C+.

Course Engagement & Participation

Regular attendance and participation in class discussion and activities are essential for success in this course. Therefore, you must prepare carefully for class by completing all assignments and readings in advance. You will be asked to volunteer often and participate actively. **Discussion is required!** As a reminder, absences, tardiness, or leaving class early will result in a lower course engagement grade. The following scale will be used to assess your course engagement:

A	Volunteers frequently and is well prepared for class. Contributes ideas and opinions to class. Participates well in small group work. Attends class regularly, is always on time, and never leaves early.
B	Volunteers occasionally, is not always prepared, sometimes contributes ideas to class, mostly participates in small group work. Sometimes is late for class or leaves early.
C	Speaks only when spoken to, listens passively. Contributes little to group discussions/work. Does not attend class regularly. Is often late to class or leaves early.
D	Does not participate efficiently either because of class performance; un-preparedness; or repeated absences, tardiness, or leaving class early.
F	Unacceptable. Complete or near-total absences.

Attention! Keep in mind that participation does not just mean “talking in class” or “contributing personal experiences or opinions” to class discussion. Students will, in part, be assessed on the quality of their contributions to class. You want to demonstrate that you have been paying attention in class, have been doing the homework assignments and readings, and (most importantly!) can make connections between course content and your personal reflections, interpretations, and so on. To earn an “A” for participation in this course, you must be able to use confidently course vocabulary and speak with authority about the information we are covering together in this course.

IMPORTANT NOTE ON PARTICIPATION: Examples of disrespectful behavior in class: not bringing required materials to class, reading materials not related to the class, doing homework – of any class during the class period, talking to others about subjects not related to class activities, speaking in English, passing little notes, taking naps, being late to class, among others. **NOTE:** Use of laptops, smart phones or any texting device is not permitted during class time, unless requested by the instructor for class activities. Students that engage in these activities will receive an F for participation for each day they use such devices. If you most communicate with someone through phone or texting, please leave the classroom before you do that without disrupting the

SYLLABUS

class.

Homework: Intercultura Quizzes and Forum Posts.

As part of your class assignments, you will work on cultural materials to help you better understand the Hispanic culture. The materials are integrated in the section *Intercultura* within our Blackboard page. This space will provide you with online video materials related to the professional contents covered in class. As part of your assignment, you will watch short video interviews with native Spanish speakers. For two topics ("*El mundo hispano*" and "*La empresa multinacional y nacional*"), you need to watch a video from two different countries. You need to be familiar with different voices. As you watch the videos, you will need to complete a comprehension quiz integrated within the video.

Note on grading: The *Intercultura* assignments count as your homework grade for the course. There is a total of eight quizzes, but you are required to take only four quizzes, two from different topics and different countries. Upon completing of each quiz, a window will display your quiz results. This window shows your grade for the quiz and the grade that appears in this window is automatically recorded in Blackboard. This grade is the one considered to calculate your homework grade. If you are not satisfied with your grade, you may take a second or third quiz for the same topic. The highest grades you obtain in the quizzes will be considered to calculate your grade. Students are responsible for monitoring grades on quizzes. Remember that during the semester you can see your grade after finishing the quiz, you can also review it in order to study the questions you got correct or wrong. If you see that there is something wrong with your grade, it should be reported to your instructor immediately in order to clarify any questions about your quiz results. Always make sure that you view the Quiz Results screen at the end of each quiz. You could also take a screen shot of your quiz results as evidence that you took the quiz.

In addition to the quiz, as part of the assignment you will need to post a comment to a discussion forum to accompany each topic ("*un día típico*", "*la empresa multinacional y nacional*" & "*los empleos*"). See guidelines posted on Blackboard. The purpose of the forum is to promote interactions for the sharing of impressions on the contents of the materials. Specific guidelines for posts are also available in Blackboard. You must do both activities (quiz and postings to forum) in order to receive full credit for this assignment. The activities in *Intercultura* count as your homework grade for the course. You must do all assignments before the due date and before our class meetings. You are responsible for doing your own homework. Please be advised that computer crashes are not considered excuses for incompleteness of work. Sometimes I might give you an extra sheet to work at home.

Online Quizzes

Quizzes are an important part of traditional education and are useful in preparing students for the "real world" by helping students hone their abilities in expressing brief and precise yet still developed and enriching statements. In the academic context, quizzes test students' comprehension and mastery of important terms, concepts, notions, and so forth; but these abilities are not limited to the classroom, as professionals often find themselves "being quizzed" by colleagues or superiors in their careers and professions. Thereby, we will engage in listening and vocabulary quizzes in this course.

Glossary and reading sheets are posted on Blackboard. Students are responsible for knowing the

SYLLABUS

schedule of these readings and are required to read all of the assigned pages BEFORE coming to class and are required to be prepared to discuss the information together. Students will have either a listening quiz or vocabulary quiz to take *OUTSIDE OF CLASS* in the course Bb Learn site. Students are responsible for remembering to take these quizzes BEFORE their expiration in Bb Learn. *There will be no make-up Bb Learn Audio/Vocabulary Quizzes.* Practice online quizzes are posted on Blackboard and you are encouraged to take them prior to the online quiz, as many times as you wish. No grade will be kept of the practice tests.

Oral Presentation

Each student will be required to give one oral presentation during the semester on his or her chosen profession. This might include an overview of the profession, a specific aspect of the profession, a comparison between different positions within the profession, how to land a position in the chosen profession, etc. The topic must be approved in consultation with the instructor. The time limit for this presentation is 5 minutes. Students should perform their presentations with the aid of visual materials such as posters, flip charts, video, music or innumerable possibilities (i.e. PowerPoint, Web Pages, etc.). For presentations that will make use of special technical equipment (VCR, DVD, computer, projector, etc.), students should reserve equipment through the instructor at least two days prior to the presentation.

All presentations should include a handout that outlines the presentation, includes key presentation points and offers any other detailed information that is helpful. Remember, in your presentation you should demonstrate and teach a particular aspect and this requires interaction with the class.

Two Written Exams

There will be two exams during the course of the semester. Each exam will cover listening comprehension, vocabulary, and content from the *Intercultura* videos, readings covered in class discussion and reading comprehension. The two will count for a total of 20% of your final grade (10% each examination). Tentative dates are indicated on the class calendar. Keeping up with homework and full class participation are the best methods of studying for exams. **No make-ups are allowed on exams! If you miss an exam, for any reason, your grade will reflect a missing score.**

Mid-Term Interview

The Mid-Term Interview will be an individual, 10-15 minute interview with your professor. Interviewing and the ability to express your thoughts clearly and precisely in spoken form are important professional and life skills that require a lot of practice over one's lifetime and should be practiced in a second language academic context as well. The oral interview will be recorded (so that I can evaluate students' performance).

Final Interview

At the end of the semester, you will have an oral interview that will take the form of a 'job' interview. Throughout the course of the semester we will complete different tasks that will help you prepare for the interview. The tasks consist of simple questions that will allow you to draw upon the vocabulary you learn related to the professional field. The questions will be open-ended

SYLLABUS

and instructions to guide you on how to go about answering them will be provided. The interview will take at least 10-15 minutes for the interview. Please review the grading rubric used to grade this assignment. The rubric is available in Blackboard. The oral interview will be recorded (so that I can evaluate students' performance).

Materials in World Languages Courses

Description: As a student in the Department of World Languages and Cultures, you are encouraged to stop by the LSRC (3142 Pearson Hall), and take advantage of its resources and facilities. The LSRC gives you access to reference materials (e.g., dictionaries, style manuals, encyclopedias, etc.); worldwide television and radio broadcasts in Chinese, French, German, Russian and Spanish; magazines; foreign-language films and English-language films on foreign culture (an online catalog with some of these resources is available on our website); computers furnished with software that is particularly useful for your language studies (e.g., spellcheckers, sound editors, language-specific multimedia resources, Skype, etc.) as well as hardware (e.g., headsets, microphones, videoconferencing equipment, etc.); and consumables used for instruction (e.g., digital media used for content distribution or storage, such as publisher authorized copies of CDs). Our website is frequently updated with new resources and events. To keep current about LSRC resources and events, please visit: www.language.iastate.edu/lsrc/.

Statement on Disability

Please address any special needs or special accommodations with me at the beginning of the semester or as soon as you become aware of your needs. Those seeking accommodations based on disabilities should obtain a Student Academic Accommodation Request (SAAR) form from the Disability Resources (DR) office (515-294-7220). DR is located on the main floor of the Students Services Building, Room 1076. <http://www.language.iastate.edu/main/department/docs/DisStat.htm>.

Policy on Academic Dishonesty

Please see the University's rules and procedures concerning academic dishonesty in the Iowa State University official university homepage.

Please see <http://www.dso.iastate.edu/ja/academic/misconduct.html> to know about the definition of plagiarism.

You **SHOULD NOT** do the following:

-Hand in work that is not your own. All work must be original and must not be material used in another course.

-Cut and paste verbatim from the Internet or other texts *unless* you are drawing a direct quote (to be placed inside quotation marks) and giving the author(s) credit for their material in the form of parenthetical citation and bibliographical reference.

Paraphrase the words of the author(s) without giving credit – changing the author's words without crediting the source is still a form of plagiarism, as the ideas behind the words are not being credited.

SYLLABUS

It is also considered academic dishonesty if any part of your work is written or edited by someone else (beyond the context of peer editing in class), or if you use human or electronic translation services. Translation programs are strictly prohibited. Given that these programs function on the basis of providing literal translations of individual words or short phrases at best, they are not reliable as a means of translating idioms, complex sentences and paragraphs. The errors that these programs make are easily recognizable to the trained eye.

In the event that a student is found to have committed plagiarism or other forms of academic dishonesty, **he/she will receive a ZERO on the assignment.** Furthermore, under University policy, I am obligated to report the incident to the Office of the Judicial Affairs, whose office will investigate the incident and decide what additional sanctions will be applied.

Materials and Professional Support Fee in World Language Courses

Each student enrolled in a 100- or 200-level world language course is assessed a materials and professional support fee of \$25.00 per course.

Description

The fee covers the full cost of all instructional audio-visual materials provided to you or used for instruction in the course during the semester as well as the resources provided by the Language Studies Resource Center (LSRC) located in 3142 Pearson. As a student in the Department of World Languages and Cultures, you are encouraged to stop by the LSRC (3142 Pearson Hall) and take advantage of its resources and facilities.

The LSRC gives you access to reference materials (e.g., dictionaries, style manuals, encyclopedias, etc.); worldwide television and radio broadcasts in Chinese, French, German, Russian and Spanish; magazines; foreign-language films and English-language films on foreign culture (an online catalog with some of these resources is available on our website); computers furnished with software that is particularly useful for your language studies (e.g., spellcheckers, sound editors, language-specific multimedia resources, Skype, etc.) as well as hardware (e.g., headsets, microphones, videoconferencing equipment, etc.); and consumables used for instruction (e.g., digital media used for content distribution or storage, such as publisher authorized copies of CDs). Our website is frequently updated with new resources and events. To keep current about LSRC resources and events, please visit: www.language.iastate.edu/lsrc/

Facebook & Twitter

The Department of World Languages and Cultures invites you to enhance your language learning by following us on Facebook and Twitter.

- a. https://twitter.com/WLC_ISU
- b. <https://www.facebook.com/pages/Department-of-World-Languages-and-Cultures-ISU/565184680160779>