

**SYLLABUS
SPRING 2006**

COURSE	SPAN 4163 Spanish for Business and Industry CNBR 1103 ARRANGED NB 2012
PROFESSOR	Teresa M. Lubrano, Ph.D.
CREDIT	3 hours, one semester
PREREQUISITES	SPAN 3143 or equivalent
TEXT	Jarvis, Ana C. and Luis Lebreo. <u>Basic Spanish for Business and Finance</u> . Boston: Houghton Mifflin, 2006. (With 2 In-text Audio CDs)
SUPPLIES	A Spanish/English dictionary, and a 3.5" High Density Disk. Recommended reference but <i>not</i> required: Kaplan, Steven M. <u>Wiley's English-Spanish-Spanish-English Business Dictionary</u> . New York: Wiley, 1998.
OBJECTIVES	<ol style="list-style-type: none">1. To provide the student with realistic situations and the specialized vocabulary that business and finance professionals need to communicate with Hispanic members of the local and national community in particular and with Spanish speaking members of the global community in general in the course of their daily work.2. To provide the student with authentic models of commercial correspondence in Spanish including the Customs Declaration form, the Credit Card application, the Job Application, the Internet Registration form, the form to Wire Money, Business Correspondence with model Business Letters, forms of Circulars, the Memorandum, the Report, the FAX and the E-mail, the Receipt, the Purchase Order, the Invoice, Credit documents, the Promissory Note, the Voucher, and Contracts.3. To provide a brief description, country-by-country of the Spanish speaking world, along with cultural, geographical, statistical, political, and practical data.4. To provide the student with the opportunity to conduct research using the world wide web and other search engines to become familiar with sites related to the student's business field of interest.

EVALUATION

There will be reading, written, oral, and computer research assignments. The student will be expected to complete all exercises in the Lección Preliminar, all exercises in Lecciones 1-20 (except the «Casos»), Suplemento 1, 2, 3 and 4, Repaso Lecciones 1-5, 6-10, 11-15, 16-20, in the text in consultation with the professor.

The student will be expected to complete the following for a cumulative semester grade:

L. Prel. and 20 Lección exercises	(100 pts. total)	= 100
4 Suplementos	(100 pts. total)	= 100
4 Repasos	(100 pts total)	= 100
Computer research	(100 pts. total)	= <u>100</u>
Total number of points possible		= 400

The **total number of points** accumulated **divided by 4** equals the **SEMESTER GRADE**.

As soon as you have completed your assignments, hand the workbook in to me. This is totally **your obligation**, no one will call to remind you of your obligation! I will grade the workbook and submit the appropriate grade at the end of the semester. You may pick up your workbook at the beginning of the semester following the semester in which you were enrolled in the course.

After one semester, unclaimed workbooks will be discarded.

You must submit your workbook for evaluation by no later than *Monday, May 1, 2006*. I will NOT accept any work for credit after Monday, May 1..

COMPUTER RESEARCH

The research may be done on *some aspect of business as conducted in the Spanish speaking world pre-approved by the professor*. Each student will find *two web sites* related to the approved topic. The computer research assignment will be e-mailed to me at teresal@cameron.edu by no later than *March 3, 2006*. A hard copy of the first page of each of the two web sites will be submitted for credit by no later than *May 1, 2006*. No computer research assignment **will be accepted after May 1**.

Procedure to be followed:

1. Student will choose a research subject appropriate to the course being taken.
2. Student will obtain approval from the professor to conduct computer research on the subject chosen.
3. Student will search for the *two web site addresses* with *.edu*, *.com* or other Spanish equivalent addresses.
4. Student will e-mail the *two web site addresses* to the professor using the following format:

Subject: Computer Research Assignment (insert Course Prefix and Number)

Date: (date sent)

From: (student's e-mail address)

To: teresal@cameron.edu

Dra. Lubrano,

Aquí están los sitios que encontré sobre: (title of research subject)

(Type in first web site address)

(Type in second web site address)

Atentamente,

(Type in your full name here.)

5. Submit a hard copy of the first page of each of the two web site addresses with the workbook by no later than May 1, 2006.

6. The Computer Research Assignment is now satisfactorily completed.

GRADING SCALE	100–90 A	79–70 C	64–0 F
	89–80 B	69–65 D	

ATTENDANCE

This is not a formal class; therefore, there is no mandatory attendance. However, each student will meet with me to:

1) obtain the syllabus and discuss the course work requirements during the first week of the semester.

2) submit a hard copy of the two web site addresses on Monday, May 1.

3) submit the completed workbook on Monday, May 1.

The student is encouraged to call me during regular office hours or make an appointment to visit with me in my office to discuss any question(s) or aspect of the course work that might not be clearly understood or to contact me by E-Mail or FAX regarding any matter pertaining to this course.

If the student develops a *medical condition* resulting in an inability to complete the course work, the student *may be* allowed to make up all work upon receipt of *proper medical documentation*.

OFFICE HOURS The student has a cordial and continuing invitation throughout the semester to visit with me in my office concerning any academic matter regarding this course.

Office: **Nance -Boyer 2012** (within the Language Learning Center).

Office phone: **(580) 581-2307**. Please leave name, number, time, date and a brief message on my Voice Mail if I am not in the office. The call will be returned as soon as possible.

E-Mail: teresal@cameron.edu

FAX: **(580) 581-2897**.

Homepage: <http://www.cameron.edu/~teresal/>

Emergency: Leave a message with the Department Academic Office Manager, Susan Hill, at **(580) 581-2272**.

Office hours: **MWF 9:30-9:50; 2:00-3:30**
TR 9:30-10:50; 1:30 - 3:30

By appointment at other times.

LANGUAGE LEARNING CENTER (LLC)

Students are encouraged to use the many resources within the Language Learning Center, **Nance-Boyer 2005**. LLC Director Donna Clopton and the student worker(s) will be available for assistance. *Please sign in and sign out each time you visit.*

STUDENT E-MAIL ACCOUNTS

All students are required to activate their student E-Mail account which can be done at any computer lab on campus by clicking on the “Python” icon and in the Academic Computer Lab, the Language Learning Center, and the Center for Writers through “Netscape.” This will ensure access to campus computers and must be accomplished within the first two weeks of each new semester. *Accounts are not carried over from one semester to another.*

Cameron implements a **single user ID logon** for the following systems:

- * camsis
- * blackboard
- * python
- *library
- * Academic Systems Math software, if applicable.

Student User ID will be constructed with the student's first initial of first name and first initial of last name followed by the 6 digit student ID number.

John S. Compute, Student ID # 123456, SSN 123-45-6789

John's user ID will be: jc123456

Passwords will be constructed with first initial of first name and first initial of last name followed by the last 5 digits of the SSN

John's password will be: jc56789

John's e-mail address will be: jc123456@wolverine.cameron.edu

For security reasons—**DO NOT GIVE YOUR PASSWORDS TO ANYONE!**

Note: The password and user name are case sensitive. User ID and password must be entered in lower case. Instructions for students are located at:

{<http://www.cameron.edu/online/logins.html>}

}<http://www.cameron.edu/online/logins.html>

If you need further assistance, please contact Margot Gregory in Burch Hall, Room 104, phone 2829, or margotg@cameron.edu.

FIREARMS ON CAMPUS

In accordance with the 1996 Oklahoma Self Defense Act it is unlawful for anyone, except Law Enforcement Officers, on official business, to carry a firearm onto Cameron University property. If you see or hear that someone is on campus with a firearm, ***immediately*** call the **Office of Public Safety (X2911)**.

STUDENT POLICIES, PROCEDURES, AND CODES OF CONDUCT

Each student is expected to be aware of and to comply with the student policies, procedures and codes of conduct required of **all students attending** Cameron University. These may be found in the **Student Handbook** for the current academic year which may be obtained at the One-Stop Shopping area on the 1st Floor of North Shepler.

It is the policy of Cameron University to accommodate students with disabilities, pursuant to federal and state law. Students with disabilities who need special accommodations must make their requests by contacting the Office of Student Development at 581-2209, North Shepler Room 314.

ACADEMIC CALENDAR

Last Date to Drop with No Entry Recorded	JAN 20
Last Date to Drop with a Full Refund	JAN 20
Holiday (Spring Break)	MAR 13-17
Last Date to Withdraw with an Auto 'W'	APR 7
Last Date to Withdraw from a Class	APR 21
March 3: e-mail two web site addresses for credit	
May 1: submit hard copy of first page of each web site and workbook for credit	

PORTFOLIO Romance Languages majors who have completed a graduation check through the Department of English and Foreign Languages will submit a *portfolio* to the department during the final semester prior to graduation or as a part of the course work for LING 4113 General Linguistics. **Portfolios** are a sample of the student's best work from as many foreign language classes as possible. Some of the items that might be included in portfolios are: exams, compositions, research papers, speeches, recognitions or honors received, student designed lesson plans or other Instructional materials (Teacher education/CAMSTEP), video or oral presentations, etc. Students should try to keep as much material as possible so they will have more from which to choose when assembling a portfolio. Portfolios will help students show prospective employers solid evidence of their skills and abilities. Portfolios will also help the Romance Languages Program examine its own effectiveness with graduating seniors.

Sophomores, please make an appointment to visit with Mrs. Brenda Honeycutt (NB 2015) or Dr. Teresa Lubrano (NB 2012) to obtain the **Portfolio Requirement Guidelines** and the **Portfolio Checklist**.