**Course Name:** SPAN 2316  
**Spanish for the Professions**

**Meeting Days/Times:**  
*Tuesday & Thursday 12:30-1:45 P.M.*

**Professor:** Marko Miletich

**Office Location:** FC 279  
**Phone Number:** 361-825-3352.

**Course Section:** 001  
**Building/Classroom:** CI 106

**E-mail:** Marko.Miletich@tamucc.edu

**Office Hours:** Tuesday & Thursday  
10:00 A.M-12:00 P.M.  
Or by Appointment

**Textbook:**

*Spanish for the Professions*  
Marta Boris Tarré and Lory Celaya (First Edition)

**Course Description:** The course stresses health, business and legal terminology in Spanish and English as well as typical interactions with native speakers in those environments. The course is intended to apply Spanish language written and oral skills in a professional context within the Hispanic business and professional world. The course reviews relevant grammatical issues and includes readings to enhance oral and writing skills as well as comprehension. In addition, the course intends to expand on vocabulary as it relates to professional environments.

**Spanish Student Learning Outcomes:**

*At the end of this course students will demonstrate basic-level ability to:*

- communicate in a range of professional situations
- understand and use a variety of vocabulary in different professional situations
- understand and respond to oral and written material related to professional environments
- produce texts related to professional environments
- adopt the necessary cultural strategies to be able to understand professional environments

**Attendance.** Regular attendance and active participation are vital in learning a foreign language. To better understand linguistic concepts and practice them in a supportive environment, you must be in class. You are expected to attend all classes. Absences, tardiness or leaving class early will affect your academic performance and your final grade. **After the third absence, you will lose 3 points from your final average grade, for every absence thereafter. Three late arrivals or leaving class early will equal ONE unexcused absence.** Remember: Absences do not exempt you from material covered, assigned or due in class during your absence. Employment predicaments or travel plans do not constitute legitimate absences. Furthermore, it is your responsibility to provide written documentation **no later than one week after the period of absence**, to be excused and permitted to make up missing work. Please, keep track of your absences and tardiness.

**Participation.** Participation is essential to the language learning experience. To maximize your oral proficiency, prepare before coming to class. Complete homework, review the assignment for the day, and volunteer in class. A positive attitude and your willingness to participate are key. Participation in class is evaluated by your level of
engagement displayed in class, the general knowledge of the material discussed, and the accuracy of your linguistic performance.

**Remember: Errors are intrinsic to the learning process; take a chance and participate.** If you feel you are having trouble with the class, please do not wait for this class to become unmanageable. Meet with your instructor and seek the tutor’s help as soon as possible.

**Composition/Writing Assignment.** Your instructor will determine the writing assignment appropriate for his/her class and will inform you on how to get it done. A composition, however, will consist of a minimum of one-page exercise in Spanish. Draft #1 should represent your best effort in this assignment. Draft #2 must contain all the corrections and necessary additions highlighted on Draft #1. Your instructor will hand out a correction key to help you in the successful completion of Draft #2. No late work will be accepted without previous arrangements with your instructor. For a more detailed description of the composition guidelines.

**Exams.** Exams are an important part of your learning progress in class. These examinations give you an opportunity to assess your understanding of language concepts and to identify areas of difficulty. You will have two major exams during the semester. No make-ups will be given under any circumstance, unless previously arranged with the instructor.

**Presentation/Interview.** During the last two weeks of the semester, you will have a brief presentation or interview (in Spanish, of course). This assignment will give you an opportunity to put into practice the grammatical concepts learned throughout the semester. It consists of information about you, your family, your occupation and your hobbies. To best prepare for it, review language structures and vocabulary learned during the semester. For more information, ask your instructor.

**Miscellaneous.** Please reduce unnecessary distractions to the minimum. No EATING is allowed in class, CELL PHONES must be set on vibration mode and put away. Also, LAPTOP users must sit in the front row. Cell phone are not to be used in class. ABSOLUTELY NO TEXT MESSAGING IS ALLOWED IN THE CLASS. If you need to text because of an emergency, please tell professor before class do you can exit the class and communicate via text/telephone. 

**IF YOU ARE CAUGHT TEXTING DURING CLASS TIME 5 POINTS WILL BE DEDUCTED FROM YOUR FINAL GRADE EACH TIME YOU ARE CAUGHT.**

**PLEASE MAKE SURE TO BRING THE BOOK TO CLASS. NOT BRINGING THE BOOK WILL LOWER YOUR PARTICIPATION GRADE.**

Visitors are not allowed in class, unless permitted by the professor in advance. Students are expected to follow the Student Code of Conduct as described by the University Student Handbook and to have an amicable and respectful attitude towards their instructor, language lab staff and fellow students.
Course Evaluation System: Grade Distribution

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Grade Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Homework</td>
<td>10%</td>
<td>90-100</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
<td>80-89</td>
</tr>
<tr>
<td>Midterm Examination</td>
<td>20%</td>
<td>70-79</td>
</tr>
<tr>
<td>Final Examination</td>
<td>20%</td>
<td>60-69</td>
</tr>
<tr>
<td>Composition</td>
<td>15%</td>
<td>59 &amp; below</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

Spring 2017

Academic Calendar

January 16          Martin Luther King, Jr. Holiday (CLOSED)
January 18          Classes begin
January 25          Last day to late register or add a class
February 28        Last day to apply for Spring graduation
March 10           Last Day of classes for 1st 7-Week Session and Final Exams
March 13-17       Spring Break
March 20           First Day of Classes 2nd 7-week session
March 22           Grades Due for 1st 7-Week Session
April 7            Last day to drop a class
May 1              Last day to withdraw from the University
May 2              Last day of classes
May 3              Final Exams 2nd 7-Week Session
May 4-5,           Reading Day
May 8-10           Final examinations
May 11-12          Grading days
May 13             Spring Commencement
May 15             Spring Grades Due
May 19             Faculty End Date
ACADEMIC ADVISING
The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466 or log onto http://www.tamucc.edu/~aac.

DISABILITY SERVICES
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall, Room #116.
If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

GRADE APPEALS
As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures (available at http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C2.01_student_grade_appeal_procedure.pdf). For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, http://cla.tamucc.edu/about/student-resources.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s Office.

HOMEWORK
Homework is to be completed every week, to the best of your ability. These assignments are an important part of your coursework, not only because they represent 10% of your grade, but also because they help you study, give you the necessary practice to understand the class material and strengthen your overall proficiency in the language.

Helpful Websites: The following websites have been provided to assist you in finding additional information.

• Real Academia Española
  http://www.rae.es/

Diccionario Clave
  http://www.smdiccionarios.com/home.php

Dictionary.com
  http://www.dictionary.com/

Collins Reverso
  http://dictionary.reverso.net/english-spanish/
Word reference
http://www.wordreference.com/
Week #1 (Thursday January 19)
Course introduction. Review of accent marks. Chapter 1. Homework accent marks. Chapter 1 (pp. 8-25)

Week #2 (Tuesday January 24-Thursday January 26)
Chapter 1 (pp. 8-25) Homework (pp. 2-14, 19, 24)

Week #3 (Tuesday January 31-Thursday February 2)
Chapter 1 (pp. 26-77) Homework (pp. 35-26, 72-73)

Week #4 (Tuesday February 7-Thursday February 9)
Chapter 2 (pp. 78-92) Homework (pp. 85, 85, 90, 91)

Week #5 (Tuesday February 14-Thursday February 16)
Chapter 2 (pp. 93-141) Homework (pp. 134, 135, 142)

Week #6 (Tuesday February 21-Thursday February 23)
Chapter 2 (pp. 145-171) Homework (p. 155, 156)

Week #7 (Tuesday February 28-Thursday March 2)
Chapter 3 (pp. 172-183) Homework (pp. 175, 178, 179, 182, 183). Composition first draft is due

Week #8 (Tuesday March 7-Thursday March 9)
Chapter 3 (pp. 184-208) Homework 9 (1988, 189, 192, 193, 205, 206) Composition final draft is due

MIDTERM EXAMINATION

SPRING BREAK March 13-March 17

Week #9 (Tuesday March 21-Thursday March 23)
Chapter 4 (pp. 210-223) Homework (pp. 216, 22, 223)

Week #10 (Tuesday March 28-Thursday March 30)
Chapter 4 (pp. 224-243) Homework (pp. 225, 227, 241)
Week # 11 (Tuesday April 4-Thursday April 6)
Chapter 4 (pp. 244-255) Homework (pp. 244, 245, 246, 247, 253)

Week # 12 (Tuesday April 11-Thursday April 13)
Chapter 5 (pp. 256-271) Homework (pp. 261, 262, 269, 270)

Week # 13 (Tuesday April 18-Thursday April 20)
(Chapter 5 272-288) Homework (275, 285) Oral presentations

Week # 14 (Tuesday April 25-Thursday April 27)
Oral presentations

Week # 15 (Tuesday May 2)
Review for final examination

HAVE A GREAT SEMESTER!