Business Spanish
SPAN/TRSP 3346
(This document is tentative and subject to change at any time during the semester.)

Class Schedule: This is 100% Online course
Hours: Whenever you can
Estimated weekly workload: 6 hours weekly
Room Blackboard
Instructor: Katarzyna Sepielak
E-mail: katarzyna.sepielak@utrgv.edu
Phone: 882-7384
Office hours: M/W 3:00-4:00, T/TR 1:30-3:00, or by appointment
Office Main 1.434

Required Textbook (available at the University Bookstore and online stores):

Éxito comercial
Prácticas administrativas y contextos culturales
By Michael Scott Doyle; T. Bruce Fryer

SIXTH EDITION

PUBLISHER: Ed. Cengage Learning,
ISBN: 9781285462790

COURSE DESCRIPTION AND OBJECTIVES

The aim of this course is to provide a general overview of commercial texts in Spanish, specialized terminology when translating texts of commercial nature — in its broadest sense: business, financial, trade, stock-market, banking, accountancy, real estate, human resources— from English into Spanish and vice-versa. Several text typologies will be entertained, including an analysis of business and financial language in English and Spanish.
STUDENT LEARNING OUTCOMES

The above objectives are aligned with the following program’s Student Learning Outcomes:

1. Students will develop critical reading skills in both English and Spanish by learning to differentiate stylistic, formal, denotative, and connotative aspects within a text.

2. Students will develop superior writing skills in both English and Spanish by producing stylistically and grammatically cogent textual materials in both languages without strong reciprocal interference.

3. Students will translate specialized texts from English into Spanish and Spanish into English in the areas of legal, commercial, scientific, medical and technical translation at a quasi-professional level.

COURSE SCHEDULE

The following list of topics and readings is TENTATIVE and subject to change.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>CHAPTER</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>(8/31-9/6)</td>
<td></td>
<td>Course introduction</td>
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<tr>
<td>WEEK 2</td>
<td>(9/7 - 9/13)</td>
<td>Chapter 1</td>
<td>La economía global y el mundo hispano: Contextos, metas y requisitos</td>
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<td>WEEK 3</td>
<td>(9/14 - 9/20)</td>
<td>Chapter 2</td>
<td>La empresa</td>
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<tr>
<td>WEEK 4</td>
<td>(9/21 - 9/27)</td>
<td>Chapter 3</td>
<td>La gerencia</td>
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<td>WEEK 5</td>
<td>(9/28 - 10/4)</td>
<td>Chapter 4</td>
<td>La banca y la contabilidad</td>
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<td>WEEK 6</td>
<td>(10/5 - 10/11)</td>
<td>Chapter 5</td>
<td>Los bienes raíces y el equipo</td>
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<td>WEEK 7</td>
<td>(10/12 - 10/18)</td>
<td>Chapter 6</td>
<td>La oficina</td>
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<td>WEEK 8</td>
<td>(10/19 - 10/25)</td>
<td>Chapter 7</td>
<td>Los recursos humanos y las relaciones laborales</td>
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<tr>
<td>WEEK 9</td>
<td>(10/26 - 11/1)</td>
<td>Chapter 8</td>
<td>Bienes y servicios</td>
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<td>WEEK 10</td>
<td>(11/2 - 11/8)</td>
<td>Chapter 9</td>
<td>Marketing I: Mercados y publicidad</td>
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<td>WEEK 11</td>
<td>(11/9 - 11/15)</td>
<td>Chapter 10</td>
<td>Marketing II: Compraventa, transporte y almacenaje</td>
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<tr>
<td>WEEK 12</td>
<td>(11/16 - 11/22)</td>
<td>Chapter 11</td>
<td>Las finanzas</td>
</tr>
<tr>
<td>WEEK 13</td>
<td>(11/23 - 11/29)</td>
<td>Chapter 12</td>
<td>La entrada en el mercado internacional: Los países hispanohablantes</td>
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<tr>
<td>WEEK 14</td>
<td>(11/30 - 12/6)</td>
<td>Chapter 13</td>
<td>La importación y la exportación</td>
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<tr>
<td>WEEK 15</td>
<td>(12/7 - 12/13)</td>
<td>Chapter 14</td>
<td>Las perspectivas para el futuro</td>
</tr>
<tr>
<td>WEEK 16</td>
<td>TBA</td>
<td></td>
<td>Final exam</td>
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</tbody>
</table>
COURSE OUTLINE AND ASSESSMENT

For each topic students will have to complete the following tasks:

1. **Readings**
   Before starting the assignments and the discussion boards, please, make sure you read the chapter assigned for each week.

2. **Quizzes**
   At the end of every reading, there is a short test/quiz.

   MAKE SURE YOU USE A STABLE INTERNET CONNECTION WHILE TAKING THE TEST. IF YOUR CONNECTION BREAKS, USE THE “BACK” ARROW OF YOUR BROWSER IN ORDER TO TRY TO RE-ESTABLISH IT.

   All quizzes are worth 25% of your final grade.

3. **Discussion Boards**
   There will be several discussion boards on specific topics related to the assigned readings. For each topic every student must:
   
   1) Post at least one (1) original, meaningful and relevant message to the assigned topic or problem.
   
   2) Post at least one (1) reply to a message provided by other student(s).

   BEFORE POSTING, PLEASE MAKE SURE YOU HAVE READ ALL PREVIOUS MESSAGES: DO NOT DUPLICATE THE INFORMATION INNECESSARILY.

   Please, write messages IN SPANISH, using complete sentences and proper orthography. If the message is a about doubt or a problem, do not just say "¿Qué significa X?”: please, provide what you found out, your options, your possible favorites solution and why you are not happy with what you got so far. When replying to somebody else’s doubt, please, also provide supporting information for you options and solutions (Where did you find it? How do you rate its reliability?)

   The participation in discussion boards is worth 20% of your final grade.

4. **Translation Assignments**
   For each unit there is a short translation assignment related to the topic. It is indispensable to provide full translations for the passages assigned. Please produce translations in an “as if real” basis: do not leave blanks or unfinished sentences.
Submittal procedure:
- Download the assignment
- Name files as follow: YourLastName-YourInitial-NumberOfAssignment.doc (Example, for Adriana Smith, assignment 3: "Smith-A-3.doc").
- Submit the assignment Using Save AssignOption BEFORE midnight on their due date

Please, make sure you:
- Use Microsoft Word files or Rich Text Format files.
- Do not use Word 2007 files. If you do, use option “save as older versions”.
- Use the Spell Check utility of your word processor.
- Use double spacing.
- Number pages.
- Write your name at the beginning of the assignment.

KEEP DEADLINES!

Non-use of machine translation: One of the purposes of this course is to help each student develop his or her own translation skills. This means that the translations of necessity must be to be carried out by each student individually. Consequently, students are strictly prohibited from running their source texts through machine translation engines such as Google Translate, Bing Translator, Babelfish, and others. Students who turn in a translation that has been partially or fully translated by a machine are in fact plagiarizing, cheating, and turning in someone or something else’s work (see section on scholastic integrity below). If the professor believes that machine translation was employed in the process of translating a text, the student will automatically receive a zero for that assignment. Disciplinary measures may be initiated in the case of repeated violations.

Exceptions to this rule prohibiting the use of machine translation will be clearly signaled by the professor, should there be any.

All assignments are worth 25% of your final grade.
5. Revisions
Submitted assignments will be reviewed by the instructor and returned via the Blackboard messaging tool (as Word Documents with comments and insertions showing the “Track Changes” utility). Students must attentively read these revisions and ask the instructor about any remaining doubt or comment.

REVIEWS ARE DONE IN ORDER TO AVOID SIMILAR PITFALLS IN FURTHER TRANSLATIONS, SO MAKE SURE YOU UNDERSTAND REVISIONS AND IMPLEMENT THEM IN SUBSEQUENT SUBMITTALS.

FINAL EXAM

There will be one single final exam posted during final exams week. The exam needs to be returned within 24 hours of posting. All exams turned in after the deadline will NOT be considered for grading.
The exam will include:
- Questions on vocabulary
- Theory questions from the readings and lectures.

The final exam is worth 25% of your final grade.

COURSE ASSESSMENT SUMMARIZED:

Quizzes (25%)
Discussion Board (25%)
Assignments (25%)
Final exam (25%)
Total (100%)

MAKE UP WORK: No Assignment nor Quizzes will be accepted late. Failure to turn in assignments or complete quizzes on time will result in a “0”. No makeups on quizzes nor exams.

COURSE NAVIGATION

This course is made of several sections. These sections are described below. It is recommended that you become familiar with each of these sections as some may be
regulated by time and date. This means content in some sections will only appear for the periods set up by your instructor. (If you should need access to content no longer visible, please contact your instructor.)

<table>
<thead>
<tr>
<th>Anuncios</th>
<th>This section of the course provides updates with information relevant to you. Announcements may come from your institution and instructor.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus</td>
<td>This section provides the general requirements, expectations and outcomes for the course. Please review this section thoroughly and become familiar with it.</td>
</tr>
<tr>
<td>Foros de debate</td>
<td>This is the section where most of your online interactions will occur with both your instructor and fellow students. Visit this section often to participate in your course.</td>
</tr>
<tr>
<td>Exámenes</td>
<td>In this section you can find the quizzes on the assigned readings (one quiz for each chapter).</td>
</tr>
<tr>
<td>Traducciones</td>
<td>This section provides weekly details on your translation assignments. Also in this section you submit a completed assignment.</td>
</tr>
<tr>
<td>Examen Final</td>
<td>In this section the final exam will be posted.</td>
</tr>
<tr>
<td>Notas</td>
<td>This section lets you check your progress in your course. You will be able to check any grades posted by your instructor.</td>
</tr>
</tbody>
</table>

**SYLLABUS ADDENDUM**

**STUDENTS WITH DISABILITIES:**

If you have a documented disability (physical, psychological, learning, or other disability which affects your academic performance) and would like to receive academic accommodations, please inform your instructor and contact Student Accessibility Services to schedule an appointment to initiate services. It is recommended that you schedule an appointment with Student Accessibility Services before classes start. However, accommodations can be provided at any time. **Brownsville Campus:** Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at accessibility@utrgv.edu. **Edinburg Campus:** Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at accessibility@utrgv.edu.
MANDATORY COURSE EVALUATION PERIOD:

Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Online evaluations will be available Nov. 18 – Dec. 9, 2015. Students who complete their evaluations will have priority access to their grades.

SCHOLASTIC INTEGRITY:

As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism, and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:

In accordance with UT System regulations, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free from sexual misconduct and discrimination.
COURSE DROPS:

According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.