SYLLABUS

SPAN/TRSP 3346 BUSINESS SPANISH
FALL 2017

<table>
<thead>
<tr>
<th>Hours:</th>
<th>Whenever you can</th>
<th>Instructor: Gabriel González Núñez</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated weekly</td>
<td>9 hours per week</td>
<td>Office: BMAIN 1.520</td>
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<tr>
<td>workload:</td>
<td></td>
<td>Tel.: 956-882-7658</td>
</tr>
<tr>
<td>Room:</td>
<td>Blackboard</td>
<td>E-mail: <a href="mailto:Gabriel.GonzalezNunez@UTRGV.edu">Gabriel.GonzalezNunez@UTRGV.edu</a></td>
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</tbody>
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NO BLACKBOARD MESSAGING!

Office hours: Mon. & Wed. 10:00-12:30, or by appointment

You may also contact the instructor via e-mail. In that case, please allow 24 hours for a response during the week and 48 hours during the weekend.

The instructor will give feedback on queries via Blackboard, return graded materials, update forums, etc., at least every Monday and Thursday. Check for updates in the afternoon/evening those days.

General description and objectives

The aim of this course is to provide a general overview of different types of commercial texts, with a special focus on terminology. This means the course will cover translation practices, techniques, and specialized terminology when translating texts of a commercial nature—in its broadest sense, including business, financial, trade, stock-market, banking, accountancy, real estate, human resources—from English into Spanish and vice-versa. Several text types will be handled.

Student Learning Outcomes

The above objectives are aligned with the following program 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.

4. Students will meet the technological demands of the professional translation and interpreting market, by acquiring terminological research techniques, advanced word-processing capabilities, advanced use of Internet resources, and basic management of translation memories and terminological databases.

5. 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 structure**

This course is structured in thirteen chapters, here called “topics.” Each topic will deal with specific aspects of the business world. One week will be devoted to each topic. For each topic, students are required to read a chapter, take a quiz, participate in discussion boards, and turn in a translation assignment.

EVERY WEEK, the instructor will give special instructions for that week. Each topic will be introduced through an announcement by the instructor which will address said topic’s main characteristics. The topics will be introduced according with the schedule found below.

**Course outline and assessment**

1. **Course outline**
   Every topic consists of the following steps:
   
   a) **Readings** (from the textbook)
   b) **Discussion Boards** (under “Foros de debate”)
   c) **Quizzes** (under “Exámenes”)
   d) **Translation submittal** (under “Traducciones”)

   a) **Readings.**
   Before starting the assignments and the discussion boards, make sure you read the chapter assigned for that week.

   b) **Discussion Boards.**
   This space is intended as a clearinghouse for doubts, consultation, research, and debate. There will be one board for each topic. For each topic, every student must:

   1) post at least one original messages, either on the readings or on the translation. Doubts, comments, and additional research are welcome.

   This syllabus is subject to change.
2) post at least one replies to original posts by other students or by the professor. 

Before posting, make sure you have read all previous messages—do not duplicate the information unnecessarily.

Please note that posted messages will be graded and will count as participation. The instructor will moderate/add comments and will try to resolve concerns.

The language of interaction in the message boards is Spanish. Use complete sentences and follow proper orthographical rules.

If the message is about a doubt or a problem, do not just say “¿Qué significa X?” or “¿Qué pusieron ustedes para Y?” Please, provide what you found out, your options, your possible solution, and why you are not happy with what you have so far. When replying to somebody else’s doubt, provide supporting information to justify your proposed solutions.

c) Quizzes.
At the end of every week’s reading assignment, there is a quiz. The quiz has twenty questions. It is open book but you will only have 30 minutes to complete it, so you will not do well unless you do the readings before taking the quiz. Quiz results will count towards the final grade (see Grading).

Make sure you use a stable internet connection while taking the quiz. If your connection breaks, use the “back” arrow of your browser in order to try to re-establish it.

d) Translation submittal.
For each topic 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:

- Name your files as follows: Surname-GivenName’sInitial-AssignmentNumber (For example, for Adriana Smith’s third assignment: Smith-A-3.doc or Smith-A-3.docx or Smith-A-3.rtf).

- Do not use regular e-mail to send the file to the instructor, but rather follow the detailed submittal instructions found in the “Traducciones” tab.

- All translations are to be submitted before 11:59 PM on their due date.

- Additionally, make sure you:
  - Use Microsoft Word and/or format your files as Rich Text Format.
  - Use the Spell Check utility of your word processor.
  - Double space your translations.
  - Include your full name at the beginning of the translation.

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MEET DEADLINES! Work that is turned in after the deadline will NOT be accepted.

2. Final exam
This class has a single, final exam. The final exam will be posted by the instructor on a specified date, which will be announced in advance. The exam needs to be returned within 24 hours of posting. Any exam turned in after the deadline will not be graded.

The exam will include:
- Questions regarding terminology.
- Theory questions from the readings and lectures.

3. Short story collection
In this course students will read a short story collection in Spanish. This is intended to help you develop the habit of avid reading, as this is a habit every good translator must have. To stay on track, you need to plan on reading one story per week.

A discussion board will be opened for the short story collection. In that board, every story will have its own thread. Students will have to participate in each thread! See the schedule below for the recommended dates by which you should participate. For each thread, every student must post at least one message.

Please note that posted messages will be graded and will count as participation. The professor must be satisfied, from your comments, that you have read each story.

4. 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.
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Course materials

Required:


Short story collection: Borges, Jorge Luis. Ficciones. (There are many editions to choose from)

Recommended dictionaries:


Other, additional bilingual dictionaries are also welcome. Please consult the instructor for alternative dictionaries you may already possess.

Grading

The final grade will be calculated as follows:

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<thead>
<tr>
<th>Item</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Participation in discussion boards</td>
<td>25%</td>
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<tr>
<td>Quizzes on textbook readings</td>
<td>25%</td>
</tr>
<tr>
<td>Translations</td>
<td>25%</td>
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<tr>
<td>Final exam</td>
<td>25%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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Course schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Due (by 11:59 PM)</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Course introduction</td>
<td>Mandatory meeting:</td>
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<tr>
<td></td>
<td></td>
<td>When: Friday 1 Sep, 5:30-6:30 pm</td>
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<td></td>
<td></td>
<td>Where: BMAIN 1.524</td>
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<td></td>
<td></td>
<td>Board Introductions: Sunday</td>
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<td></td>
<td></td>
<td>Ficciones thread: Tlön, Uqbar, Orbis Tertius</td>
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This syllabus is subject to change.
| Week 2  (5-10 Sept) | Capítulo 1. La economía global y el mundo hispano: Contextos, metas y requisitos. | Quiz Topic 1: Thursday  
Discussion board: Sunday  
Translation Assignment 1: Sunday  
Ficciones thread: Pierre Menard, autor del Quijote |
|---------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week 3  (11-17 Sept) | Capítulo 2. La empresa | Quiz Topic 2: Thursday  
Discussion board 2: Sunday  
Translation Assignment 2: Sunday  
Ficciones thread: Las ruinas circulares |
| Week 4  (18-24 Sept) | Capítulo 3. La gerencia | Quiz Topic 3: Thursday  
Discussion board 3: Sunday  
Translation Assignment 3: Sunday  
Ficciones thread: La lotería en Babilonia |
| Week 5  (25 Sept – 1 Oct) | Capítulo 4. La banca y la contabilidad | Quiz Topic 4: Thursday  
Discussion board 4: Sunday  
Translation Assignment 4: Sunday  
Ficciones thread: Examen de la obra de Herbert Quain |
| Week 6  (2-8 Oct) | Capítulo 5. Los bienes raíces y el equipo | Quiz Topic 5: Thursday  
Discussion board 5: Sunday  
Translation Assignment 5: Sunday  
Ficciones thread: La biblioteca de Babel |
| Week 7  (9-15 Oct) | Capítulo 6. La oficina | Quiz Topic 6: Thursday  
Discussion board 6: Sunday  
Translation Assignment 6: Sunday  
Ficciones thread: El jardín de senderos que se bifurcan |
| Week 8  (16-22 Oct) | Capítulo 7. Los recursos humanos y las relaciones laborales | Quiz Topic 7: Thursday  
Discussion board 7: Sunday  
Translation Assignment 7: Sunday  
Ficciones thread: Funes el memorioso |
Discussion board 8: Sunday  
Translation Assignment 8: Sunday  
Ficciones thread: La forma de la espada |
Discussion board 9: Sunday  
Translation Assignment 9: Sunday  
Ficciones thread: Tema del traidor y del héroe |
| Week 11  (6-12 Nov) | Capítulo 10. Marketing II: Compraventa, Transporte y almacenaje | Quiz Topic 10: Thursday  
Discussion board 10: Sunday  
Translation Assignment 10: Sunday  
Ficciones thread: La muerte y la brújula |
| Week 12  (13-19 Nov) | Capítulo 11. Las finanzas | Quiz Topic 11: Thursday  
Discussion board 11: Sunday  
Translation Assignment 11: Sunday  
Ficciones thread: El milagro secreto |
| Week 13  (20-26 Nov) | Capítulo 12. La entrada en el mercado internacional: Los países hispano parlantes | Quiz Topic 12: Thursday  
Discussion board 12: Sunday  
Translation Assignment 12: Sunday  
Ficciones thread: Tres versiones de Judas |
| Week 14  (27 Nov – 3 Dec) | Capítulo 13. La importación y exportación | Quiz Topic 13: Thursday  
Discussion board 13: Sunday  
Translation Assignment 13: Sunday  
Ficciones thread: El fin |

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<table>
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<tr>
<th>Week 15</th>
<th>Review and preparation for final exam</th>
<th>Review board: Sunday (optional)</th>
<th>Ficciones thread: La secta del Fénix</th>
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<tbody>
<tr>
<td>4-6 Dec</td>
<td>Final exam</td>
<td>To be disclosed</td>
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<td>Week 16</td>
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<tr>
<td>8-14 Dec</td>
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**Absolutely no make-ups** for quizzes and exams.

No assignment will be accepted after their deadline.

Please see UTRGV’s semester calendar for additional dates concerning administrative issues: https://my.utrgv.edu/home.
Addenda

STUDENTS WITH DISABILITIES:
Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services.

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 ability@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 ability@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. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available:

Fall 2017 Module 1 Oct. 5 – Oct. 11
Fall 2017 Module 2 Nov. 29 – Dec. 5
Fall 2017 (full semester) Nov. 15 – Dec. 6

ATTENDANCE:
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

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 (including self-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

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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:** *Required on all syllabi. Do not modify.*

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](http://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 that is 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.