



**SUFFOLK**  
**UNIVERSITY**  
MADRID CAMPUS

**SPAN 295 M1 – SPANISH IN THE WORKPLACE**

**Instructor Information:**

**Instructor:** Dr. Rafael Cabañas Alamán

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**Course Information:**

**Catalog Description:** Through a systematic review of grammar, a diversity of readings, and oral as well as written work, students will increase their lexical and grammatical knowledge of Spanish language specific to the workplace in order to communicate more easily and comfortably. Students will also be better prepared to deal with the specific themes related to business introduced in the course.

**Instructor's Additional Course Description:** This course is designed for students who have an intermediate knowledge of Spanish. Through a review of a text book, diverse readings, press articles and other materials, students will become acquainted with Spanish Business practices.

This course is based on students' active participation. They will come to class having worked on the book, written and oral activities, the articles included in the readings from the course packet and analyzed the material requested in order to actively participate in class discussions.

**Prerequisites:** Spanish (202) at Suffolk or its equivalent elsewhere.

**Credit hours:** 4 credits

This course follows the US Federal Government's Credit Hour definition: "An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates no less than:

- 1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- 2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours."

For full up-to-date statement:

[https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/POLICIES/Pp111-Policy On Credits And Degrees.pdf](https://cihe.neasc.org/sites/cihe.neasc.org/files/downloads/POLICIES/Pp111-Policy%20On%20Credits%20And%20Degrees.pdf)

A more detailed breakdown of the student engagement is given below:

<b>Assignment</b>	<b>Engagement Estimate</b>	<b>Engagement Hours</b>
Homework 1 (written exercises, copies and portfolio summaries)	250 pages x 10 minutes per page	50
Oral presentations	20 hours preparation	30
2 exams	30 hours preparation	40
Video watching	20 hours preparation	30
Final exam	40 hours preparation	30
<b>TOTAL</b>		<b>180 engagement hours</b>

### **Textbook / Course Materials**

- Textbook: E. Iriarte Romero; E. Núñez Lago., *Empresa siglo XXI (Español para negocios según el Marco Común europeo)*, Edinumen, 2015.
- Course-packet

Additional reading material will be given in class.

### **Course Goals & Learning Objectives:**

<b>GOALS</b>	<b>OBJECTIVES</b>	<b>ASSESSMENTS</b>
<b>Upon successful completion of this course, students will know/understand:</b>	<b>Upon successful completion of this course, students will be able to:</b>	<b>How the student will be assessed on these learning outcomes:</b>
<ul style="list-style-type: none"> <li>• Increase Spanish workplace vocabulary and conversational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Speak in Spanish about business themes.</li> <li>• Discuss and analyze texts about the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Reading and writing assignments.</li> <li>• Vocabulary notebook.</li> <li>• Group activities.</li> </ul>
<ul style="list-style-type: none"> <li>• Understand better Spanish customs and habits in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• Write about business themes and business letters</li> </ul>	<ul style="list-style-type: none"> <li>• Tests and final exam</li> </ul>
<ul style="list-style-type: none"> <li>• Know the vocabulary necessary to deal with the specific themes related to business</li> </ul>	<ul style="list-style-type: none"> <li>• Express their opinions regarding a working environment in a better way.</li> </ul>	<ul style="list-style-type: none"> <li>• Oral presentation.</li> <li>• Group presentation.</li> </ul>
<ul style="list-style-type: none"> <li>• Improve their intonation and pronunciation of the Spanish language</li> </ul>	<ul style="list-style-type: none"> <li>• Improve their communication skills in Spanish.</li> </ul>	<ul style="list-style-type: none"> <li>• Test and final exam.</li> </ul>

### **Course requirements:**

There will be several reading and writing assignments from 1) the textbook) 2) the “course packet”, copies. 3) Comprehension exercises and summaries from videos (portfolio). There will be oral reports, and a final power point presentation, two chapters’ exams and a final exam. The student should come to the class with the written assignments done for the due day and summaries as indicated in the schedule.

### **Preparation:**

The classroom is the primary environment in which you will be exposed to the Spanish language. You will be obliged to listen and to respond to it while in the presence of an instructor who can answer your questions immediately, resolve any uncertainties and correct mistakes. A significant part of your class work is based on oral activities which cannot be made up on an individual basis.

All students are responsible for finding out what assignments have been given (i.e. written work, quizzes, etc.) if they are absent. Having been absent does not justify coming to the next class unprepared.

### **Grading/Evaluation:**

Students will be evaluated in several areas. Selected assignments in this course may be used by our accreditation team for institutional assessment purposes and will be handled confidentially.

<i>Active participation in class</i>	20%
<i>Exercises, copies and portfolio summaries</i>	20%
<i>Oral presentation (1)</i>	10%
<i>Written exams (2)</i>	30%
<i>Final exam</i>	20%

Late assignments will be taken 5 points off for each class day.

### **Daily homework-portfolio (20%)**

a) The daily homework will be assigned by the professor according to the syllabus. It will consist of exercises from the book, free dialogue, preparation of themes from the book and photocopies of the "course packet", which you should read and bring a one page summary to class on the corresponding day.

b) *Portfolio*. The final goal is the comprehension of auditory texts from "Real Command": <http://www.rtve.es/alacarta/videos/comando-actualidad/comando-actualidad>. You will be assigned various homework assignments during the course, which will consist of the following:

- ✓ You will watch and listen to the corresponding programs at home, take notes and write a copy of a draft / composition. This homework assignment will consist of a one page summary, double spaced, about the theme indicated. It should have a final opinion at the end and you will bring it to class on the day indicated on the syllabus as "portfolio". In pairs, you will comment on and revise (for grammar and content) this copy previously written at home, in order to make changes by hand originating from the conversations in class. BE CAREFUL: Do not turn in this version to the professor the day it is assigned in class. He will only sign the draft which will be returned to the student. -You will be asked for ONE summary of a theme from the portfolios on exams P1, P2, and the final.
- ✓ You will have to prepare another version, individually at home again, keeping in mind comments from the professor; in order to do this **cleanly written 2nd version, and you will send it by email to the professor the last day of class, along with the signed drafts on paper this same day**. The portfolio will have a cover with the titles. If you have made the corresponding changes, your grade will go up 5%. It is obligatory to turn it in April 25. The grade will lower one letter if it is turned in late.

### **Oral presentation (10%)**

It should be 13 minute presentation, in "power point", the student that reads text directly from "power point", or from paper, will be penalized lowering the grade one letter (ex: from A to B). The theme presented will be freely chosen and related to the real world affairs, preferably selected from a magazine (or a related theme to the class) and has been previously approved by the professor. The focus is to explain the topic and vocabulary linked to the theme. It should include one page with a minimum of 15 pertinent words defined in Spanish. The chosen date to speak is not to be changed. If it is, the grade will be lowered one letter. The conversation will last about 13 minutes (2 for debate). The student should previously turn in and explain his/her proposal ahead of time.

### **Two Exams (15x2: 30%)**

The exams will consist of three parts. The first will have a direct relationship with the vocabulary and content of the book of texts / copies. In the second part, the student will write a composition (related to the themes of the book/copies) where you will have to apply specific vocabulary of the world of business studied in class. The third part will be a lecture and comprehension prepared by the professor. It is essential that you utilize good grammar (advanced level) that will be taken into account when grading the exams.

## **Final Exam (20%)**

Is accumulative (includes all of the material), including the power point presentations.

## **Participation/Attendance Policy:**

The SUMC Student Handbook states the following:

*Once a student is registered for a course, attendance at every meeting of every class is expected, including those held in the first week of the semester. A maximum of two unjustified absences is permitted. Each additional absence will cause the final course grade to be lowered by one-third of a letter grade, i.e., from A to A-; A- to B+; B+ to B, etc.*

*Excessive absences in a course will have a negative effect on the final grade. When a student is absent, the quality of his or her work in a course will deteriorate since material missed in class sessions can rarely be made up satisfactorily, even though the student remains responsible for that work.*

*In this course, any absence due to illness should be justified by a note from the student's physician or other health professional confirming the day(s) on which the student was unable to attend class. A written excuse from a student's host parent or residence supervisor is also acceptable.*

This is a challenging language class where classroom work is an essential component of the course. You are expected to arrive to class on time. Coming to class late, not only interferes with the general course dynamic but also interrupts the learning process of other students. If you are commuting to the university and either drive or depend upon public transportation, allow for delays and give yourself extra time to make it to class. Tardiness beyond 5 minutes will not be tolerated, but if late arrival, more than 10 minutes into the class hour, will be considered as  $\frac{1}{2}$  an absence. Leaving class is not permitted, other than during break times or for an emergency. You are expected to miss no more than **two classes** during the course of the semester. *An authorized letter from the doctor must account for any additional absences. You will not be allowed to take an exam if you have not been attending class and the Associate Director will be notified if you miss an excess of 3 classes.*

If you do not think that you can fulfill the course requirements and earn a passing grade, make sure that you talk with your instructor. At this point it should be superfluous to stress that this is a college-level class. Your commitment is essential. The central purpose of this class is to make you a more successful communicator in written and oral Spanish. The stronger your skills become, the more comfortable you will feel expressing yourself in Spanish and the better prepared you will be to use your language skills in professional and personal settings. Although many of you will be familiar with the methodology used by the professor, some of you may not be prepared for the intensity of the experience. If you follow the instructor's guidelines you will enjoy the ride! How much you decide to invest in this class will pretty much determine how successful you are. Penalties will be strictly enforced if the work is not completed. In the event that a class meeting is unexpectedly cancelled, students will be expected to continue with readings or other assignments as originally scheduled. Any assignments due or class activities (e.g., a quiz, exam or presentation) planned for such a cancelled class are due at the next class meeting unless other instructions are communicated.

## **Course and Classroom Policies:**

Any assignments due or class activities planned for such a cancelled class are due at the next class meeting unless other instructions are communicated. Written assignments will not be accepted by e-mail. The use of cell phones is not allowed. Texting while in class, and/or the use of laptops other than for taking notes will be considered as if student were absent during that time from class. Consequently, it will be taken as  $\frac{1}{2}$  an absence.

## **Disability Statement:**

If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in my classroom.

If formal, disability-related accommodations are necessary, it is very important that you be registered with the Office of Disability Services (ODS) at the main Campus in Boston so that I am notified of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations. Check the ODS web site at [www.suffolk.edu/disability](http://www.suffolk.edu/disability) for information on accommodations.

### **Student Resources:**

SUMC provides a range of student services, both academic and personal. To learn more about course-related tutorials and academic workshops, refer to the SUMC Student Handbook, section 2 “Academic Policies and Services”. Section 5, “Living in Madrid”, contains information on the medical and mental health resources, including an English-speaking therapist, available to you.

### **Midterm Review:**

At midterm, around week 6, you will be given a midterm grade based on your progress to date and performance on assignments, quizzes and exam 1. Midterm grades of C- or below will be reported to the Madrid Campus Academic Standing Committee, with an explanation of what I believe has contributed to that grade: excessive absences, poor time management or study skills, lack of effort, difficulty with the course material or with writing or language skills, etc. The Academic Standing Committee or I may contact you to suggest strategies for addressing these difficulties. I strongly encourage you to visit me during my office hours so we may discuss how you can be successful in this class.

### **Academic Misconduct:**

[www.suffolk.edu/about/mission-history/policies-procedures/academic-misconduct-policy](http://www.suffolk.edu/about/mission-history/policies-procedures/academic-misconduct-policy)

Suffolk University expects all students to be responsible individuals with high standards of conduct. Students are expected to practice ethical behavior in all learning environments and scenarios, including classrooms and laboratories, internships and practica, and study groups and academic teams. Cheating, plagiarism, unauthorized collaboration, use of unauthorized electronic devices, self-plagiarism, fabrication or falsification of data, and other types of academic misconduct are treated as serious offenses that initiate a formal process of inquiry, one that may lead to disciplinary sanctions.

Student work will be thoroughly examined for academic integrity and may be scanned using plagiarism detection software. A faculty member suspecting academic misconduct will contact the student using the Suffolk email address to schedule a meeting and will make all effort to do so within five business days of detecting the incident. During the meeting, the faculty member will present the documentation that led to suspected academic misconduct. Resolution of the incident will be according to the procedures outlined in the SUMC Student Handbook.

### **Academic Grievances Policy:**

[www.suffolk.edu/student-life/student-services/student-handbook/university-policies-for-student-cas-sbs/grievances-academics](http://www.suffolk.edu/student-life/student-services/student-handbook/university-policies-for-student-cas-sbs/grievances-academics)

### **Course Schedule:**

The schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.

### **PROGRAMA ORIENTATIVO DE LA ASIGNATURA**

<b>ENERO</b>	
1ª SEMANA	Introducción <b>Copia 1: "La importancia del español en el mundo"</b> <b>UNIDAD 1: LOS TIPOS DE SOCIEDADES</b> 1 Competencia pragmática. Cartas de negocios 14-17 2 Competencia lingüística. Léxico del mundo empresarial 18-20
2ª SEMANA	<b>UNIDAD 1:</b> 3 Competencia sociolingüística. La jerga o el lenguaje de los profesionales 20-21 / 4. Competencia sociocultural. Los tipos de sociedades en España / Clasificación de la empresa 22-23 (informativo: 24-nº5 y 25)  <b>Copia 2: Las 10 mejores tácticas para la entrevista de trabajo (video complementario en clase)</b> 5 Competencia intercultural. Choques culturales en la empresa (Dinamarca 28-29) <b>Portafolio 1 : Comando Actualidad "Aquí me gano la vida"</b>
3ª SEMANA	<b>UNIDAD 2: CREACIÓN DE UNA EMPRESA</b> Competencia pragmática. Interpretación de gráficos 34-36 / Competencia sociolingüística. Registros 39-41 / 4 Competencia sociocultural. Pasos para la creación de empresa 43- (44nº 3: informativo), 45nº4 <b>Copia 3: Como crear un negocio "Low Cost"</b>  <b>UNIDAD 3: CONTRATOS DE TRABAJO</b> <b>Portafolio2 : Comando Actualidad "Gente excelente"</b> 1 Competencia pragmática. Cartas de recomendación (56-57) 2 Competencia lingüística. La nómina (58-62)
<b>FEBRERO</b>	
4ª SEMANA	<b>UNIDAD 3:</b> <b>Portafolio3 : Redes "Éxito llama a éxito"</b> 3 Competencia sociolingüística. Registros (62-63) 4 Competencia sociocultural. Tipos de contratos en España. (ejer.68-72) <b>Copia 4: Panorámica general de las prácticas profesionales en España</b>  5 Competencia intercultural. <u>Debate oral entre dos estudiantes del vocabulario de:</u> situación y dudas laborales (73-75). <b>Portafolio 4 : Comando Actualidad "Estoy de prácticas"</b> Charlas de actualidad; lecturas y comprensión.  <b>Portafolio 5: 10 trucos que te ayudarán a encontrar trabajo fácil</b>
5ª SEMANA	<b>Portafolio 5 : Comando Actualidad "El precio de alquilar"</b> Repaso examen P1 <b>EXAMEN 1 (Unidad 1-3, copias 1-5)</b>  Traer revista de PAPEL de español para negocios a clase. <i>Exponer una noticia que te pareciera interesante de la revista</i> <b>UNIDAD 4: EL MUNDO LABORAL</b> 1 Competencia pragmática. Cartas de empleo o presentación (80-83) El currículum vitae (84-87)
6ª SEMANA	<b>Copia 6: Cómo se hace una campaña de marketing digital en las redes sociales</b> <b>Portafolio 6 : Comando Actualidad "Segunda mano"</b>  <b>Presentación de desahucios Infojobs.net (c.v. opcional) - (escribir sobre ello)</b>

7ª SEMANA	<p><b>UNIDAD 4:</b> 2. Comp. lingüística. Cargos y puestos. Profesiones (88-89)  Búsqueda de trabajo: Traer a clase recortes de anuncios de trabajo  Leer artículo</p> <p>3 Competencia sociolingüística. Modismos y expresiones relacionadas con el mundo laboral (90-92, buen ejercicio de comunicación)  <b>Copia 7: ¿Cómo ser emprendedor? Las dificultades</b></p> <p>Presentar CV de infojobs</p>
<b>MARZO</b>	
8ª SEMANA	<p><b>Portafolio 7: Comando Actualidad “tengo un plan B”</b>  4 Competencia sociocultural. La entrevista de trabajo (93-95)  <b>UNIDAD 5: EL COMERCIO</b>  1 Competencia pragmática. Cartas comerciales II (102-104)  <a href="https://www.youtube.com/watch?v=f5oBaQ5cIS8">https://www.youtube.com/watch?v=f5oBaQ5cIS8</a></p> <p><b>UNIDAD 5</b>  4 Competencia sociocultural. Las ferias internacionales en España (113-116) 5 Competencia intercultural. El lenguaje no verbal (117-119)</p>
9ª SEMANA	<p><i>Ferias en España (copia libre de UNA feria de España)</i>  -Exposición (en parejas, 15m): Traed un resumen de una página escrita de una feria que hayas elegido (preferiblemente de España). Escribirás sobre ella el día del examen.</p> <p><b>EXAMEN 2 (Unidades 4 y 5, Copias 6, 7)</b></p>
10ª SEMANA	<p>Video de Marketing y Sentidos: Neuromarketing (50m)  <b>UNIDAD 6: PUBLICIDAD Y VENTAS</b>  1 Competencia pragmática. Documentos comerciales (124-126)</p> <p><b>Traer una noticia a clase y exponerla (10 minutos, en público)</b>  Los periódicos en España</p>
<b>ABRIL</b>	
11ª SEMANA	<p><b>Portafolio 8: Comando Actualidad: “Los que vienen a invertir”</b>  2. Competencia lingüística. Las franquicias (127-128).  “Competencia intercultural. Saber hacer” (139-141)</p> <p>(“Ikea...” p. 138). Lectura y comprensión.  <b>Presentación de Ikea</b></p>
12ª SEMANA	<p><i>Noticias de actualidad (lecturas y comprensión)</i></p> <p><i>Noticias de actualidad (lecturas y comprensión)</i></p>
13ª SEMANA	<p><i>CHARLAS ORALES</i>  <i>Debate</i></p> <p><i>CHARLAS ORALES</i>  <i>Debate</i></p>

14ª SEMANA	<i>CHARLAS ORALES</i> <i>Debate</i> <b>ÚLTIMO DÍA DE CLASE - Repaso examen final</b> <i>Debate</i> <b><i>Entrega del portafolio total por correo electrónico, con índice.</i></b>
15ª SEMANA	<b><i>EXAMEN FINAL</i></b>