University of North Texas at Dallas
Fall 2025
Syllabus for SPAN 3360-0019
Spanish for the Professions – 3 hours

Department of Languages, Linguistics, and Rhetoric	School of Liberal Arts
Instructor Name: Rosa M Barrett	
Office Location: Founder's Hall #209	
Office Phone: 972 338-1796	
Email Address: Rosa.barrett@untdallas.edu	

Office Hours:	Wednesday from 10:30am to 12:30 pm & Thursday from 11:00 am to 1:00 pm or by appointment
Classroom Location:	Founders Hall #243
Class Meeting Days & Times:	This is a hybrid course & f-to-f Wednesdays from 5:30-6:50 pm
Course Catalog Description:	Spanish language skills needed in the professional fields to communicate orally or in writing with clientele. Emphasizes specialized vocabulary, gestures and cultural understanding. Topics may include the specialized languages of law enforcement, human services, education, public health, communications industry, etc. The course will be taught in Spanish
Prerequisites:	Completion of Spanish lower division courses or equivalent; near-native fluency; or departmental permission.
Required Text:	Text: *Spanish for the Professions* Authors: Marta Boris Tarré and Lori Celaya ISBN: 978-1-63487-6

Access to Learning Resources:	**UNT Dallas Library:** phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu **UNT Dallas Bookstore:** phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com
Supported Browsers: chrome **Supported Devices:** • **iPhone** • **Android** • **Chromebook** **Note: Tablet users can use the Canvas app** **Screen Readers:** • VoiceOver (Safari)	**Access Canvas via** untdallas.instructure.com • **Username**: your EUID # • **Password**: your password **Getting Help with Canvas:** **Canvas 24/7 Phone Support for Students: 1-833-668-8634** **Canvas Help Resources:** **Web:** Canvas Student Guide **For additional assistance, contact Student Assistance (Distance Learning):** DAL 1, Rm 157 phone: (972)338-5580 email: distancelearning@untdallas.edu

• JAWS (Internet Explorer) • NVDA (Firefox) Note: There is no screen reader support for Canvas in Chrome	*If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.* *If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.*

Course Goals or Overview:

Spanish 3360 - Spanish for the Professions is a course designed to emphasize the oral participation of students of Spanish in a professional setting. Authentic conversation as well as proper written communication will be used. Principles of grammar will be discussed in order to improve oral and written skills. Emphasis will be placed on vocabulary building, role-play of participants in specific fields. Themes will include, but will not be limited to, education, social service, law enforcement, business, medicine, counseling and communications. Cultural knowledge acquired in class will enhance professional work in the Hispanic community work in the Hispanic community.

Learning Objectives/Outcomes: At the end of this course, students will be able to:

1	Students will have learned the Spanish terms for major themes
2	Students will be familiar with the major cultural factors in the professional setting
3	Students will be able to write in different modes in the Spanish
4	Students will improve their listening and speaking ability in Spanish
5	Students improve their critical thinking skills through research and discussion of specialized resources.

Skills learned in this course:

1.	Research Technologies
2.	Writing in APA Style
3.	PowerPoint Techniques
4.	Video Presentation Techniques
5.	Interactive Activities Design

Online/Hybrid Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

*We will progress through the Chapters as possible. The weekly schedule is an estimate of where the class will be by certain weeks.

*In addition to the book and online activities, we will engage in other interactive cultural and linguistic activities inside and outside of the classroom

Week 1	**Aug 25-Aug 31- CAPÍTULO I: EL SISTEMA LEGAL**	**Important dates**
	• Lectura cultural: El sistema jurídico latinoamericano • vocabulario • Gramática en contexto: El pret. vs el imperfecto • Conexión profesional	See Canvas
Week 2	**Sep 1–Sep 7- CAPÍTULO I: EL SISTEMA LEGAL**	Biblioteca
	• Relatividad cultural • Vocabulario • Diálogos profesionales • Simulacro de juicio • Ensayo 1	
Week 3	**Sep 8–Sep 14– CAPÍTULO II: LA SALUD PÚBLICA**	
	• Los servicios sociales • Vocabulario • Gramática en contexto: el condicional • Casos profesionales	
Week 4	**Sep 15– Sep 21 – CAPÍTULO II – LA SALUD PÚBLICA**	
	• La salud dental • Vocabulario • Gramática en contexto: pronombres de objeto directo e indirecto • Diálogos profesionales • Relatividad cultural • Casos clínicos	
	Sep 22 - Sep 28 - CAPÍTULO II: LA SALUD PÚBLICA	
Week 5	• La salud dental • Vocabulario • Gramática en contexto: el subjuntivo • Relatividad cultural • Casos clínicos	Examen 1
Week 6	**Sep 29-Oct 5 – CAPÍTULO III: LA BANCA Y LAS FINANZAS**	
	• Lectura cultural • Vocabulario • Gramática en contexto: el presente perfecto • Documentos bancarios • Transacciones bancarias	
Week	**Oct 6–Oct 12– CAPÍTULO IV: LA COMUNIDAD Y LA POLICÍA**	Midterm

7	• Lectura cultural • Vocabulario • Gramática en contexto: Mandatos • Leyes de autopista y señales • Diálogos profesionales	
Week 8	Oct 13 – Oct 19 – CAPÍTULO IV: LA COMUNIDAD Y LA POLICÍA	
	• Conexión cultural • Relatividad cultural • Casos comunitarios • Presentación oral	Exam 2
Week 9	Oct 20–Oct 26– CAPÍTULO V: LA VIVIENDA Y LOS BIENES RAÍCES	
	• Lectura cultural • Vocabulario • Gramática en contexto: Los pronombres relativos	
Week 10	Oct 27 – Nov 2 – CAPÍTULO V: LA VIVIENDA Y LOS BIENES RAÍCES	
	• Conexión cultural • Conexión profesional • Relatividad cultural • Las conexiones profesionales culturales del cliente hispano	
Week 11	Nov 3 – Nov 9 – CAPÍTULO VI: INFORMÁTICA Y TECNOLOGÍA	
	• Lectura cultural • Gramática en contexto: Las preposiciones en español	
Week 12	- Nov 10 – Nov 16 - CAPÍTULO VI: INFORMÁTICA Y TECNOLOGÍA	
	• Traducción • Situaciones tecnológicas de la vida diaria	
Week 13	Nov 17 – Nov 23 – CAPÍTULO VII: LOS RECURSOS HUMANOS	
	• Lectura cultural • Vocabulario • Gramática en contexto: *SER* y *ESTAR* • *La carta de presentación, Curriculum Vitae y cartas de recomendación- Career Services appointment*	Exam 3
Week 14	Nov 24– Nov 30 - Break	
Week 15	Dic 1 – Dic 7	Dec 4

	• Presentación oral	
	• Repaso final	
Week 16	**Dec 4– Dec 9** Examen final	

Course Evaluation Methods
This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Attendance and Participation (25%)
Class participation will be assessed regularly throughout the semester (unannounced) and will be based on communicative activities carried out during class time. There will be a minimum of one class participation grade per chapter, although more participation grades may also be given at the discretion of the instructor. Students who are absent on the day of a class participation grade will receive a zero for participation on that day. Exemptions from class participation grades are only given to students who provide an excuse on university letterhead or who miss a class due to active duty military obligations.

Q**uizzes and homework** (30%)
Homework (reading, taking notes, completing homework activities, etc.) is vital to the quantity and quality of your participation in class.
We will have a quiz for each topic that covers vocabulary, a grammar point, and other content studied during that portion of the course. Students will not be allowed to retake or makeup Chapter Quizzes, unless the student can provide proper documentation.

Oral Presentations (15 %)
Students will be required to present on the topic studied in class daily. Students will also be required to do formal presentations on research topics.

Writing assignments (15%)
Students will have to keep a journal on each class session to take notes. Notes should be used on compositions and projects. No late work will be accepted, unless documentation for the delay is provided.

Exams (20%)
Exams are designed to enhance que quality of learning. All exams are written and is a vital part of the course. No
makeups will be given.
Exam policy: Quizzes should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

GRADING MATRIX

Instrument Total Points

Instrument	Percentages
Attendance & Participation	20
In Class Quizzes and Online Activities	30
Oral Presentations (2)	15

Writing assignments (3)	15
Chapter Exams 3	20
Total:	**100**

GRADE DETERMINATION:

A = 90 - 100
B = 80 - 89
C = 70 - 79
D = 60 - 69
F = 59 or less

University Policies and Procedures

Students with Disabilities (ADA Compliance):
Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see Disability Services Office. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untdallas.edu or at Building PL, room 1104.

Disruptive Behavior in an Instructional Setting:

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (Policy 7.001) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Canvas Instructure Accessibility Statement:
University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. Canvas Instructure Accessibility Statement is also provided.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:
Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to UNT Dallas' Student Code of Academic Integrity for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

<u>Web-based Plagiarism Detection</u>: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:
The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to UNT Dallas' Registrar for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.
Zoom participation policy:

We will be meeting virtually so please view this video on successful Zoom conferencing. (Please find Zoom's privacy policy here). Also, view this video on Netiquette in general.
• Treat the zoom meeting as you would a classroom.
• Be on time and use a space that is quiet and free of distractions.
• Attend with video on and microphone muted unless you are speaking.
• To ask a question within Zoom, please wait until the speaker has stopped speaking, and then unmute your mic and ask your own question if it is a full group question.
• Use the chat window to ask questions that you want the entire group to see. If you have a question only for the instructor or have something sensitive to communicate email the instructor directly. Please be aware that if you use the chat window, the instructor may not be viewing it and may save your question until the end of class.

Inclement Weather and Online Classes: Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette":
In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written

communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to [UNT Dallas Student Code of Conduct](). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:
Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Assistance: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements]()
- [Canvas Instructure Supported & Unsupported Operating Systems]()