# University of North Texas at Dallas
## Fall 2023 Business Spanish
## Syllabus for SPAN 4080 (Hybrid Course)
5:30 PM – 6:50 PM

| Department of | Languages, Linguistics, and Rhetoric | School of Liberal Arts and Sciences |
|---|---|---|
| **Instructor Name:** | Prof. Manuel BenZvi | |
| **Office Location:** | Founders Hall # 209 | |
| **Office Phone:** | (972) 338-1796 | |
| **Email Address:** | Manuel.Benzvi@untdallas.edu | |
| **Office Hours:** | Mondays 7:15pm – 8:15pm or by appointment | |
| **Classroom Location:** | Founders Hall # 339 | |
| **Class Meeting Days & Times:** | This is a Hybrid course, so we are meeting face to face only some **Thursdays at 5:30-6:50pm.** | |
| **Course Catalog Description:** | Oral, writing, and reading skills in Spanish for business; how business is transacted in Spanish-speaking countries and in U.S. firms serving Latino clients. Topics: formalities for business letters, specialized vocabulary for selected industries, interviews, sales pitches, telephone etiquette, etc. | |
| **Prerequisites:** | Demonstrate native or near-native language ability as defined by results of departmental proficiency exam and /or consent of department. | |
| **Required Text:** | **The Cengage Unlimited digital subscription is required.** Éxito Comercial: Prácticas Administrativas y contextos culturales, Seventh edition. Doyle, Fryer and Cere. Thomson Heinle, 2017. | |
| **Recommended Text References:** | 501 Spanish Verbs ISBN 9780764197970 | |

| 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 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video) | **Getting Help with Canvas:** **Canvas 24/7 Phone Support for Students: 1-833-668-8634** **Canvas Help Resources:** |
| Respondus Lockdown Browser Safari 10, 11 **Supported Devices:** iPhone Android Chromebook *(Tablet users can use the Canvas app)* **Screen Readers:** VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) *Note: There is no screen reader support for Canvas in Chrome* | **Web:** Canvas Student Guide **For additional assistance, contact Student Assistance (Distance Learning):** Founders Hall, Rm 124 phone: (972)338-5580 email: distancelearning@untdallas.edu *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: The goals of this course are as follows**

**Learning Objectives/Outcomes:** At the end of this course:

| | |
|---|---|
| 1 | Students will study business terminology required to perform in professional settings. |
| 2 | Students will acquire skills needed for writing business letters, conducting telephone conversations, engaging in commercial transactions, and understanding international procedures. |
| 3 | Students be able to apply the diverse cultural norms within a business context in Spanish-speaking countries |
| 4 | Students will demonstrate linguistic competence in Spanish. |
| 5 | Students will apply the principles of letter writing to various types of correspondence |
| 6 | Students will apply standard grammar and orthography rules in context. Students will demonstrate the ability to communicate orally in formal contexts. Students will use specialized vocabulary in context. |

*Table 1Course Schedule*

## 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.

This is a hybrid course, therefore our face-to-face meeNng are going to be announced accordingly.

## Week 1: August 22-24
Introduction to the Course
- What is Business?
- How can I apply this to me?

## Week 2: August 29-31
Geopolitics I
- Spanish Speaking Economies
- Spanish as a Business Language

## Week 3: Sept 5-7
Geopolitics II
- Hispano American Countries
- Hispano American Economies

## Week 4: Sept 12-14
Is it Worth It to Speak Spanish?
- Employers and Spanish
- Spanish in the USA

## Week 5: Sept 19-21
Latino v Hispanic
- Main Difference Between the Two Terms
- Considerations of the term "American"

## Week 6: Sept 26-28
Juridical Personality
- Natural Person
- Juridical Person

**Midterm: October 5th**

## Week 7: Oct 10-12
Types of Organizations I
- Limited Liability Companies
- Corporations and Incorporations

## Week 8: Oct 17-19
Types of Organizations II
- For Profit
- Non Profits

## Week 9: Oct 24-26
"La economía de un lápiz"
- Globalization
- Fragmentation

## Week 10: Oct 31-Nov 2
*No class on October 31st. Work will be assigned for Nov 2nd.*

Introduction to Contracts I - What is a Contract?

## Week 11: Nov 7-9
Introduction to Contracts II
- Parts of a Business Contract

## Week 12: Nov 14-16
Contracts
- Oral Contracts
- Written Contracts

## Week 13: Nov 21-23
Contracts
- Individual Liability
- Corporate Veil

## Week 14: Nov 28-30
- Review Week Before Test

**Final Test December 5th**

**Course Evaluation Methods**
**Participation**
Participation is a vital part of the course. Please refer to the Attendance and Participation policy for more details. See daily rubric on Canvas.

**Quizzes and Activities**
Oral and written coursework will be given to supplement and reinforce the course materials.

**Assignments**
Students will be given translation assignments throughout the course. All assignments should be turned in on time. No late assignment will be accepted unless documentation for the delay is provided.

## Exams and Presentations

All students are subject to formal examinations. If you need special accommodations, please refer to the Students with Disabilities policy for more details. Presentations are designed to display students' comprehension of the subject learned. Students should prepare in advance for presentations and show written or visual planning/research.

## GRADING MATRIX

**Instrument Total Points**

| Instrument | Percentage |
|---|---|
| Participation | 25% |
| Quizzes and Activities online | 35% |
| Oral presentations | 15% |
| Exams | 25% |
| **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 2, room 204.

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.

Web-based Plagiarism Detection:  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.

**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 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](#)