

2016

## SPAN 407 Advanced Business Spanish

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**SPAN 407 – Advanced Business Spanish  
Fall 2016**

**Dr. David Knutson  
Professor of Spanish**

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**Class Schedule**

SPAN 328	11:00 – 10:50 am	MWF	ALT 203
SPAN 202	1:00 - 1:50 pm	MWF	ALT 105
<b>SPAN 407</b>	<b>3:00 pm – 4:15 pm</b>	<b>WF</b>	<b>ALT 206</b>

**Office Hours**

10:30 - 10:50 am      Monday, Wednesday & Friday  
2:00 - 2:50 pm      Monday, Wednesday & Friday  
1:30 - 2:30 pm      Tuesday  
also by appointment

**Course Description**

This course will challenge upper-level students to work towards advanced language and cultural proficiency in today's Spanish speaking business world. The course will extend the study of vocabulary, business concepts, and situational practice covered in SPAN 306 (Business Spanish), deepening understanding and engagement with more complicated activities and correspondence. We will read and discuss case studies, develop business plans, and connect with business professionals in the area. While language practice will be a natural component to this course, grammar attention will focus on "fixing" specific details that still are problems at this level.

Pre-requisites: 6 credits in SPAN 300-310 and 6 credits in SPAN 325-399, or instructor's permission.

**Course Objective**

Students in this course will work towards advanced language and cultural proficiency while exploring business concepts with the study of vocabulary, documents, and practices in the Spanish-speaking world.

**Learning Outcomes**

- Students will demonstrate the ability to use Spanish in reading, writing, listening, and speaking as the language is used in contexts of business and commerce.

- Students will master vocabulary and typical expressions used in writing business correspondence, proposals, and reports.
- Students will become familiar with specific areas of business, such as finance, human resources, management, and marketing, with special focus on Spanish-speaking contexts.
- Students will develop cultural competencies for business and commercial purposes.
- Students will perfect grammatical concerns typical as they approach advanced proficiency levels.

### **Text Books**

The instructor will organize a variety of readings and reference materials that will be available through e-reserves.

### **Course Activities & Assignments**

This new, experimental course will adapt quickly to topics that reflect current events and student experience and interest. We will engage these dynamic topics with a methodical series of activities:

- Correspondence – students will write letters and other business documents
- Summaries and Presentations – students will choose topics in the news to present summaries in class and in writing
- Case Studies – students will interpret and analyze business case studies
- Translation – students will translate text from English to Spanish and vice versa
- Vocabulary and Grammar – students will extend vocabulary in business topics and improve language points that are common at this level

### **Evaluation**

Grades will be calculated with these components:

Attendance & Participation	25%
Assignments	20%
Translations	10%
Presentations	20%
Exams	25%

### **Notas**

A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59 and below

**Academic Integrity**      *You should be aware of the University policy on Academic Honesty, excerpted here. This policy applies to all courses in the Department of Modern Languages.*

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University. These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission and registration documents, and the falsification of any academic record including letters of recommendation. All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another's efforts is prohibited, as is the use of any work untruthfully submitted as one's own. You should be aware of the University policy on Academic Honesty, <http://www.xavier.edu/library/xu-tutor/Xaviers-Policy-on-Academic-Honesty.cfm>.

Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an "F" in the course, and expulsion from the University" Your instructor may use plagiarism detecting software, such as Turn-It-In, to review your written assignments.

### **Incomplete Policy**

Course assignments are due at the time specified by the instructor. Extension of time beyond the termination of the course is rarely granted and only for a serious reason. If an extension of time is granted, the grade of "I" (Undergraduate Incomplete) will be assigned and calculated as an "F" in the grade point average. Unless the work is completed and submitted by the fifteenth calendar day of the academic semester following the course, the student will fail the course and the "I" will be permanently changed to an "F" (Summer term is excluded). Exceptions to this policy must be approved in writing by the appropriate dean prior to that date. The faculty member initiates the grade change process once the student has made up the incomplete work. Deadlines for short-term courses may vary; please refer to program handbook or director.

### **Copyright Policy**

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copyright holder. The instructor assumes no responsibility for individuals who improperly use copyrighted material placed on the web site.

### **University Policy Regarding Gender-based Discrimination and Violence**

Xavier University seeks to provide an environment that is free from discrimination based on sex and/or gender. If you have experienced sex discrimination, including sexual violence, intimate partner violence, stalking, or sexual harassment, we encourage you to seek support from Xavier's **confidential** Advocacy & Prevention Coordinator and to report to Xavier's Chief Title IX Officer and/or Xavier University Police Department. Xavier faculty is committed to supporting students and promoting a safe, respectful environment. Therefore, if a student shares information regarding sex discrimination with a Xavier faculty member, that faculty member will share this information with Xavier's Chief Title IX Officer so that she can provide you with comprehensive information on your rights, options, and available resources. When sharing information with a faculty member, you may choose to withhold identifying information until you have spoken to a confidential resource to learn all options and resources. For a list of confidential and non-confidential resources, please see <http://www.xavier.edu/titleix/documents/22015-16XavierGender-BasedSexualMisconductReportingSupportOptions.pdf>.

### **Student Support**

#### ***Office of Academic Support***

The Office of Academic Support offers tutoring, Supplemental Instruction (SI), and study groups. For information about these services, contact Stephanie Daniels at [tdaniels3@xavier.edu](mailto:tdaniels3@xavier.edu). support services to facilitate learning.

#### ***Students with Disabilities***

Any student who feels he/she may need an accommodation based on the impact of a documented disability should notify the course instructor and contact Cassandra Jones in the Office of Disability Services at 745-3280 or e-mail [jonesc20@xavier.edu](mailto:jonesc20@xavier.edu) to coordinate reasonable accommodations.

#### ***Mental Health Resources***

Life at college can get very complicated. Students sometimes feel overwhelmed, lost, experience anxiety or depression, struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. McGrath Counseling Services (located in the McGrath Health and Wellness Center) and the Psychological Services Center (located at the Sycamore House) help students cope with difficult emotions and life stressors. McGrath Counseling Services and the Psychological Services Center are staffed by therapists, counselors, and other staff who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at <http://www.xavier.edu/health-wellness/counseling/index.cfm> and <http://www.xavier.edu/psychologicalservices/welcome.cfm> or by calling (513) 745-3022 for McGrath or (513) 745-3531 for Psychological Services Center.

#### ***Commuter Students***

Commuter Students can have special parking and weather challenges at times during the semester. Xavier offers an XU Alert Me text/email notifications of weather related delays and closures at the following link: <http://www.xavier.edu/business-services/XU-alert-me.cfm?aq=autoXU%20Alert%20Me>. Be proactive in introducing yourself to your instructors to make them aware of your commute to campus. You are encouraged to explain to them that you will do everything possible not to allow weather to impact your attendance, but that you will

make safe decisions involving your commute and will communicate your decisions immediately. It is your responsibility to follow-up with your professors and to find out what you need to do to make up the missed class. You are highly encouraged to contact a fellow classmate to obtain missed class notes. Note that there are limited parking spaces during the snow removal process, which can make parking a challenge. Be extra careful of snow and ice hazards. If you have further questions about snow emergencies and school cancellations, please email [commuterservice@xavier.edu](mailto:commuterservice@xavier.edu) and read the inclement weather policy in the student handbook: <http://www.xavier.edu/handbook/general/inclement-weather-policy.cfm>.

## **Provisional Calendar**

- 24 de agosto    Introducción al curso
  
- 26      Estudio de caso
  
- 31      Informes
  
- 2 de septiembre      Correspondencia comercial
  
- 7      Estudio de caso
  
- 9      Informes
  
- 14      Career Development Presentation
  
- 16      Profesor ausente – no hay clase
  
- 21      Correspondencia comercia
  
- 23      Estudio de caso
  
- 28      Informes
  
- 30      Correspencia comercial

