

# SPAN 4001—001 Otoño 2009

MW 6-7:15

## Syllabus subject to change

Dr. Bernice M. Nuhfer-Halten  
Professor and Language Coordinator

Office: J308

Hours: MWF 12-1

MW 5-6

And by appointment

Tel: 678.915.7384

[bnuhferh@spsu.edu](mailto:bnuhferh@spsu.edu) (preferred/most immediate contact method)

**SPSU offers a Spanish minor, a certificate in Professional Spanish, a Spanish club called "Tertulia," and a summer program in Madrid.**

### **BLOG URL—you must sign up ASAP as a follower:**

<http://spsuspan09emngcy.blogspot.com/>

This blog is primarily for SPSU emergencies, in case SPSU closes down for a period of time. It will also be used generally for announcements and other information.

### **Catalog Description:**

SPAN4001

Professional Spanish

3-0-3

An advanced level course in written and spoken Spanish common to the Hispanic world of the workplace, business, technology, and other professions, including simulations, writing reports, and cross-cultural references, among other topics. Prerequisites: Nine semester hours minimum of Spanish on the 3000 level.

### **Learning Outcomes:**

Students will be able to:

1. Utilize Spanish to conduct business successfully.
2. Exhibit greater cross-cultural awareness and competency.
3. Demonstrate the following language skills at a level appropriate for professional purposes: speaking, comprehension, reading, writing, and translation/interpretation.

### **Attendance policy:**

- Three absences allowed, excused or unexcused (two for classes meeting twice weekly), before it affects your grade. Do not call me/talk to me about absences. Just bring hard-copy documentation to the next class meeting.
- Three kinds of excused absences (documentation required):  
For illness--original hard copy of Dr.'s excuse on letterhead;  
For death in family--obituary or death certificate;  
For SPSU sponsored event--program with your name printed on it.
- Two times tardy/leaving early =One unexcused absence. (Being tardy means appearing any time after your name has been called on the roll. See above for hard-copy documentation required for excuse. Do not call me/talk to me about being tardy/leaving early. Just bring hard-copy documentation to next class.)
- Not having text, workbook and/or dictionary= 1 tardy each time you are unprepared.

**HOW IS MY GRADE AFFECTED IF I AM ABSENT MORE THAN THREE (Two times for classes that meet twice a week) TIMES?  
 --EACH ADDITIONAL UNEXCUSED ABSENCE  
 brings your final grade down ONE LETTER GRADE!**

**Other policies**

The statement that appears in the *SPSU Catalogue*, "Disruptive and Academic Dishonesty," will be followed explicitly.

No tape recording the class.

No yawning, eating, drinking (except water), chewing in class.

No late work accepted.

No make-up work without documented excused absence attached.

Do not deliver anything to my office, J308, or to the Dept office, J305 if I am not present.

Respect for fellow students in class is expected.

All cell phones must be turned OFF—NOT SET TO VIBRATE

Unless assigned by me, there will be No Extra Credit, which may be announced by the professor with little advanced notice.

The **\*MID-TERM GRADE** is neither reported at mid-term, nor is it half of the work we expect from you. It is not a grade that is calculated as part of your final grade. It is for the SPSU Administration to be assured that you are being appropriately evaluated in a timely way so that an intervention can take place in order to insure your success. It is for their information only.  
 You will be issued an S/U grade.  
 Early in the term I will also file an **ENGAGEMENT REPORT** about you to the administration, as required. If you are not engaged, i.e., attending class, participating, and doing assignments, you will be contacted by the SPSU administration.

Fall 2009

Week of:

- 1. Aug. 24
- 2. Aug. 31
- 3. Sep. 7                    Labor Day, no class Monday
- 4. Sep. 14                 Engagement Report due
- 5. Sep. 21
- 6. Sep. 28
- 7. Oct. 5                    Mid Term grade due Oct. 8
- 8. Oct. 12                 Last day to drop with W, Oct 13
- 9. Oct. 19
- 10. Oct. 26
- 11. Nov. 2
- 12. Nov. 9
- 13. Nov. 16
- 14. Nov. 23
- 15. Nov. 30
- 16. Dec. 7                 Last class Dec. 9

**FINAL GRADE (90-100% = A; 80-89 = B; etc.):**

- 1/5 = portfolio of assignments, corrected in class
- 1/5 = Test 1, Oct. 9
- 1/5 = Test 2, Nov. 23
- 1/5 = Term project
- 1/5 = Class participation/ homework

