

# Spanish for the Workplace

## COURSE DETAILS

**Course Designator and Number: MADR 3XXX**

**Number of Credits: 3**

**Language of Instruction: Spanish**

**Contact Hours: 45**

**Instructor: Isabel Crespo, Ph.D.**

## COURSE DESCRIPTION

This course is designed and customized for University of Minnesota students during their academic stay abroad in the city of Madrid. The course is specifically designed to improve students' oral and written business communication skills through language immersion and study of the local cultural and work environment. In addition to academic study, the course will provide an overview of Spanish social culture as it applies to the professional workplace, focusing on specific fields of expertise that are of interest to the students.

## Methodology

Each session will include the following activities:

- Dialogues: simulation of real work situations
- Specialized vocabulary and terminology
- Useful expressions
- Applied grammar
- Reading of articles relevant to current affairs

For classes to be dynamic and interactive, it is essential that students actively participate, coming well prepared and having completed all weekly assignments.

There will be two oral presentations intended to enable the professor to evaluate the degree of success of acquisition and ability to use new terminology and expressions, with clarity, organization and grammatical correctness being assessed.

The midterm exam will test comprehension of material covered over the first six weeks of the syllabus.

The final exam will assess overall mastery of material presented throughout the course, with an emphasis on lessons given during the second half of the course.

The final paper will be a comparative analysis between American and Spanish views regarding one of the culture topics studied and discussed during the course.

## **Required Readings/Materials**

In order to contextualize the course syllabus, students will be required to read weekly preassigned articles from Spanish sources and to discuss current affairs reported therein. The reading material will be updated from semester to semester to reflect recent news; for that reason, a fixed list of articles is not provided in this syllabus and will instead be given to students the first day of class.

Links to national newspaper websites:

[www.elpais.com](http://www.elpais.com)

[www.elmundo.es](http://www.elmundo.es)

[www.abc.es](http://www.abc.es)

A work package has been meticulously compiled by the professor, along with supporting material such as practical information related to grammar and communication strategies. These will be used as a course manual, which will be further complemented by classroom PowerPoint presentations.

# Grading

## Grading Rubric

<b>Letter grade</b>	<b>Score or percentage</b>	<b>Description</b>
A	93–100	Achievement that is outstanding relative to the level necessary to meet course requirements.
A-	90–92	Achievement that is significantly above the level necessary to meet course requirements.
B+	87–89	
B	83–86	
B-	80–82	Achievement that meets the course requirements in every respect.
C+	77–79	
C	73–76	
C-	70–72	Achievement that is worthy of credit even though it fails to meet fully the course requirements.
D+	67–69	
D	60–66	
F	0–59	Represents failure (or no credit) and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I.

## Summary of How Grades Are Weighted

<b>Assignments</b>	<b>Percentage of grade</b>
Participation	10%
Midterm exam	15%
Final exam	15%
Oral presentations	40%
Final paper	20%
Overall grade	100%

# COURSE CONTENT

## Unit 1

### **Immersion in a New Social and Professional Culture**

- Spain as a member of the European Union and the Eurozone
- Spain in the 21st century: interesting facts

## Unit 2

### **Living In a Big City**

- How “madrileños” live: habits and customs

## Unit 3

### **On the Way to Work**

- Means of transportation in Madrid

## Unit 4

### **Workplaces (1)**

- Non-profit organizations, research centers, and psychology practices

## Unit 5

### **Workplaces (2)**

- Advertising and marketing, finance, and IT and technology companies

## Unit 6

### **Internship placement**

- Application and resume
- Job interview

## Unit 7

### Midterm Exam

## Unit 8

### At Work

- Organization chart: departments, positions, and job duties

## Unit 9

### Labor Relations (1)

- Conversations with staff (managers, coworkers) and clients

## Unit 10

### Labor Relations (2)

- Conversations with health care personnel and patients

## Unit 11

### Written Correspondence (1)

- Emails and reports

## Unit 12

### Written Correspondence (2)

- Forms and medical history

## Unit 13

### Final Exam

## POLICIES

### Attendance Policy

Students are expected to be on time and attend all classes while abroad. Many instructors assess both attendance and participation when assigning a final course grade. Attendance alone does not guarantee a positive participation grade; the student should be prepared for class and engage in class discussion. See the on-site syllabus for specific class requirements.

### University of Minnesota Policies & Procedures

Academic integrity is essential to a positive teaching and learning environment. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own can result in disciplinary action. The University Student Conduct Code defines scholastic dishonesty as follows:

#### Scholastic Dishonesty

Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Within this course, a student responsible for scholastic dishonesty can be assigned a penalty up to and including an "F" or "N" for the course. If you have any questions regarding the expectations for a specific assignment or exam, ask.

#### Student Conduct

The University of Minnesota has specific policies concerning student conduct. This information can be found on the Learning Abroad Center website.