

## **College of Liberal Arts and Social Sciences (CLASS)**

### **Department of Spanish**

#### **SPAN 4080.01 – Business Spanish – FALL 2023**

**Meets: FtoF on MW– 2:00 – 3:20 P.M.- LANG 204**

## Spanish 4080.01/ Business Spanish

### Instructor Contact

**Name: Concepción C. Martinez**

**Pronouns: she / her**

**Office Location: Lang. 401 G**

**Phone Number: 940.565.2404 - For emergencies only, 972-596-0708**

**Office Hours: MW 11:00 – 11:50 a.m. and by appointment**

**Email: [connie.martinez@unt.edu](mailto:connie.martinez@unt.edu)**

### **Communication Expectations:**

The primary tool to communicate directly with students will be UNT email and announcement in Canvas. Any personal concerns or questions should be sent to my email. You can also talk to me before or after class or meet with me during office hour. I aim to return your graded work to you within one week of the due date. When this is not possible, I will send an announcement to the class. All grades and attendance records will be posted in Canvas.

### Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

### Course Description

Business Spanish is designed to provide intermediate students of Spanish with a solid foundation in business vocabulary, basic business and cultural concepts, and situational practice necessary to be successful in today's Spanish-speaking business world. It is assumed that students have mastered basic Spanish grammar structures and they know general vocabulary needed for basic communication. Readings and discussions will deal with fundamental functional aspects of business in domestic and global context and topics will reflect typical curriculums in Business Schools.

## Course Structure

This course will be conducted face-to-face. We will meet on Mondays and Wednesdays and follow the calendar of activities and assignments every week. The calendar of activities will be posted on Canvas and students will be able to find assignments, and access directly to their work book from Canvas. We will cover 8 chapters in the textbook, prepare business correspondence, work on a presentational business module and prepare for a job interview.

### Reading and Assignments:

Information about readings, pages to study and assignments are published in the calendar of activities and also located in the weekly module in Canvas. It is the student responsibility to consult the class schedule and come to class prepared to talk, ask questions and practice orally as much as possible. There is a participation grade for the oral practice done in class.

## Course Prerequisites or Other Restrictions

This course is designed for students that have completed at least one upper course of Spanish at UNT or the equivalent. This course is a professional course and will be part of your professional certificate if you desire to obtain one. For more information, contact the Spanish Advisor as soon as possible.

## Course Objectives

By the end of the semester students should be able to

- Understand terminology and concepts related to business in Spanish
- Accurately communicate when doing business with Spanish speaking countries, writing letters, use of gestures, translation.
- Include critical thinking in all situations related to business.
- Understand cultural issues related to business, become aware of similarities and differences between doing business in the U.S. and other countries and apply knowledge to problem solving.
- Use of Internet technology to obtain resources.
- Have creative planning experiences through business modules, preparing Advertisements, preparing for interviews in Spanish.

## Materials

**Textbook required digital or paper:**

### **Éxito comercial , 7th Edition**

Michael Scott Doyle; T. Bruce Fryer  
ISBN-10: 1-337-55497-9  
ISBN-13: 978-1-337-55497-8

You can buy the textbook with access code for Mindtap from UNT bookstore or

You can buy the textbook and access code online from the Cengage website: <https://www.cengage.com>

If you need to buy textbooks from Cengage for other class or classes, you can sign up a semester or year contract with Cengage and obtain all your textbook materials online for a set up price. You also have access to paper copies of what you need for a few dollars. Since this book is expensive and you need access to the Mindtap practice materials you may benefit from signing up with them.

After buying your book and access code, you will need to register in MindTap for your course. For instructions on how to register, go to Canvas Module “MindTap information and Links”. You will be registering through Canvas. If you experience problems registering, please contact Cengage.

Other materials required:

- A Spanish / English dictionary or access to the RAE dictionary online.
- Systems: UNT Canvas, Mindtap (the website where you will have access to interactive eBook, practice exercises, flashcards, etc.)

#### **FOR REFERENCE:**

*Almanaque mundial*, 2014.

Fryer, T. Bruce & Faría, Hugo. *Spanish for the Business Traveler*. Hauppauge, NY: Barron’s Educational Series, 1994.

#### **Recommended:**

A good bilingual or monolingual dictionary. Students can also refer to *Real Academia Española* (<http://www.rae.es>).

## Course Technology & Skills

### Minimum Technology Requirements

Students should be able to access their workbook to do their homework in the site online and access Canvas for information about the course during the semester. They also should be using Canvas to communicate with their partners and meet with the Professor for office hours, therefore they should have access to a

- Computer
- Reliable internet access
- Speakers
- Microphone
- Plug-ins
- Microsoft Office Suite

- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (https://clear.unt.edu/supported-technologies/canvas/requirements)

### Computer Skills & Digital Literacy

Students need to know technical skills to succeed in the course, such as:

- Using Canvas
- Using email with attachments

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (http://www.unt.edu/helpdesk/index.htm)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Ask for and use the correct name and pronouns for your instructor and classmates.
- Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
- Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as “YELLING!”

- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using “text-talk” unless explicitly permitted by your instructor.
- Proofread and fact-check your sources.
- Keep in mind that online posts can be permanent, so think first before you type.

## Course Requirements

### GRADE DISTRIBUTION:

- Exams (2)	30%	-Quizzes/discussions	10%
- Homework/Mindtap	13%	-Final paper/presentation	25%
- Reports / Letters	12%	-Final OPI -Job Interview	10%

### GRADE SCALE:

**A - 90 - 100**

**B - 80 – 89.4**

**C - 70 – 79.4**

**D - 60 – 69.4**

**F - 59.9 or below**

### Policy on Late Work:

Late work will be accepted only in case of an emergency (illness/accident or death in family). The student should contact the instructor as soon as possible and provide documentation justifying the absence. In the case of an anticipated absence, such a military deployment or a school activity, the student should contact the instructor in advance and make arrangements to complete the required assignments.

### Active participation:

Participation is a vital part of any language learning experience. Your careful preparation prior to attending class and your sustained participation will determine your success. To improve your level of participation and maximize your use of class time, prepare thoroughly prior to each class. This may require multiple readings of the same article or several viewings of the video clips. This course is student-centered and relies heavily on your interaction and collaboration with your peers. Much of your work during class will be completed in pairs and groups, with your instructor as the facilitator and you and your classmates as the main participants. All students are expected to participate equally in these activities and will be graded accordingly. Refer to the participation rubric available on Canvas. Although attendance is

mandatory, be mindful that attendance without active and sustained participation, does not guarantee a good participation grade.

**Your participation grade is influenced by:**

- attending class and arriving on time
- being well prepared for all oral activities and using only Spanish during class
- making a significant contribution by listening and participating in discussions
- listening to and responding to differing opinions with courtesy
- Staying on task during class

**Note:** Student may have two unexcused absences for MW classes without penalty. Each unexcused absence (after the third unexcused absences) will result in a 2% deduction per absence from the final grade in the course.

**EXAMS:**

There will be two exams. Exams will be taken on during weeks 6 and 11. **NO MAKE-UPS WITHOUT PROOF OF A SERIOUS EMERGENCY.** An instructor is not under obligation to give a student a make-up examination unless the absence was caused by illness, religious observance or participation in University activities at the request of University authorities. The Department of Spanish requires proof of any of the above in order to provide a student with a make-up quiz or exam.

**•Homework, Reports and Letters:**

Some of the homework will be done with the help of Mindtap, other homework will be set up as “assignments” and sent through Canvas on the day they are due. However, if a student prefers to hand out this work on paper, make sure it is typed and readable. Students must read assignments and answer exercise questions to the best of their ability and in Spanish. It is very important that you access the lesson plan every week in order to prepare for your lessons. Corrections and comments will be made if applicable and homework completion checks will be made every two weeks. Reports and letters of correspondence will be due on assigned days. Pay attention to the calendar of activities and to announcements made in class and in Canvas.

**•Oral participation:** Students will have several opportunities to participate orally in this class by asking questions, reading their reports, working with partners and presenting their projects to the class. There will also participate in an oral job interview at the end of the semester.

▪**Final Paper/Presentation of Group Project:** During the semester the class will become familiar with the Hispanic world. At the end of the third week, students will divide in 8 groups with 2 students each. Each group will write a work contract and divide the research work in two parts following a time line. Each group will work together in order to prepare a realistic business module to be used in your assigned Hispanic country, or to research a business case. The project will have two parts, (1) a convincing oral presentation to be given to the class on your assigned date, with each student in the group submitting their oral presentation, and (2) the written report to be submitted on the day of your presentation via Canvas. The written report should be written in Spanish and carefully revised. More information will be given in class.

To facilitate the project each group will prepare the presentation from a specific real world perspective (e.g., a realistic enterprise, the start of a branch or a company, a new factory or processing plant, the international groups in a large multinational company, a trade delegation from the country; a group seeking a grant from an international organization, etc.). We will simulate a professional environment, (Power point, overheads, flip charts, etc.). After the presentation students will have the opportunity to ask questions, express their opinions, give recommendations or make suggestions. Detailed information and deadlines for each part of the project will be posted on Canvas.

▪**NOTE:** Cheating, plagiarism, fabrication and falsification are expressly forbidden, i.e., one may not intentionally or knowingly present the work of another as his or her own, and one may not invent or alter information for use in any academic exercise. If you are using the ideas and words of another person, you **must** cite the source. Be especially careful when using Internet sources —they will be checked. ***This is serious business with very serious consequences!***

▪ **Final OPI - Job Interview:** Students will prepare for a formal job interview and demonstrate oral proficiency and professional preparation. Practice opportunities will be given in the course by preparing for questions, watching sample videos and oral practice.

▪**Recommendations:**

There is a lot of information to be learned in this course. We will try to cover as much as possible. In order to achieve the objectives of the course, students need to read, prepare in advance and be ready to participate during class meetings as much as possible. Please visit with me if you encounter problems. I am always available to my students during office hours or other hours agreed in advance and I will be using CANVAS to send updates and instructions. Do not hesitate to give me a call at 972-596-0708 M-F 8 a.m. – 7 p.m. or send me an email and let me know how to contact you if you need to meet with me. I encourage all of you to bring current news from the business perspective and from countries that speak Spanish in particular, and ask questions or share the new information you find with the class. You will always find a business section on the online newspapers of different countries. I recommend you adopt one and keep the class informed through our discussion forum. I also encourage you to take the **online quizzes** for each chapter and access online resources that ***Exito Comercial*** provides for the student on its ***MindTap***. I recommend that you view Chapter videos and listen to the audio several times before

coming to class. This course is a practical one, and it should prepare you to keep up with International Business developments around the world as you acquire business vocabulary and understand business concepts. Thank you.

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. **All students must complete the SPOT when it becomes available at the end of the semester.**

## Course Policies

### Attendance Policy

This is a face-to-face course and attendance to class is required. Student may have two unexcused absences for MW classes without penalty. Each unexcused absence (after the third unexcused absences) will result in a 2% deduction per absence from the final grade in the course.

### FLU AND VIRAL ILLNESSES Impact on Attendance

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about variants of COVID 19 or the FLU. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related a serious health issue. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any symptoms and fever, please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

### Class Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID or other viral outbreaks. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: a good internet connection. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.

The University is committed to providing reliable information online through Canvas to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

## Syllabus Change Policy

If there are any changes made to the syllabus during the semester, I will inform you by sending an announcement through Canvas.

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA 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 with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written

consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](http://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (https://it.unt.edu/eagleconnect).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](mailto:spot@unt.edu).

### Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-5652648.

### Important Notice for F-1 Students taking Distance Education Courses

#### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### **Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.

- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

### **Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

## Academic Support & Student Services

### Student Support Services

#### *Mental Health*

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)

- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

### Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- [UNT Records](#)
- [UNT ID Card](#)
- [UNT Email Address](#)
- [Legal Name](#)

*\*UNT eulDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

### Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can [add your pronouns to your Canvas account](#) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- [What are pronouns and why are they important?](#)
- [How do I use pronouns?](#)
- [How do I share my pronouns?](#)
- [How do I ask for another person's pronouns?](#)
- [How do I correct myself or others when the wrong pronoun is used?](#)

### Additional Student Support Services

- [Registrar](https://registrar.unt.edu/registration) (https://registrar.unt.edu/registration)
- [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
- [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
- [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
- [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
- [Writing Lab](http://writingcenter.unt.edu/) (http://writingcenter.unt.edu/)

## STUDENT ISSUES WITH INSTRUCTORS

### DEPARTMENT OF SPANISH

When a student has class-related issues with her/his instructor she/he should follow these steps to reach a resolution:

1. The student may first talk directly with the instructor to try to resolve the issue.
2. If the issue is not resolved to the student's satisfaction, then she/he should follow UNT grade appeal procedures as specified by the UNT Vice Provost for Academic Affairs:  
<https://policy.unt.edu/sites/default/files/06.040%20Grade%20Appeals.pdf>

Grade appeals must be based on one of three criteria:

1. grade was based on unfair treatment;
2. instructor departed from standards set out in the course syllabus without a rational academic reason; or
3. an error was made in calculating the grade, including failure to factor an assignment,

If the student believes that the grade was assigned due to discrimination or sexual harassment, the student must report this belief to the Office of Equal Opportunity. That allegation must be resolved through the UNT Resolution Procedures for Complaints of Discrimination, Harassment, or Retaliation, before the appeal can proceed. Change of a grade due to violations of academic integrity cannot be appealed through this process.

### **Tentative Course calendar:**

Wk 1	Introduction to the course Capítulo 1 – El comercio y el contexto hispano – pp. 2-12
Wk. 2	Capítulo1- Liderazgo y ética empresariales – pp.13-18
Wk. 3	Capítulo 2 - La empresa, pp. 19-55 La correspondencia comercial

	“Labor Day” – “No hay clases el 6 de septiembre”
Wk. 4	Capítulo 3 – La gerencia, pp. 58-89 <b>Escoger grupos y proyectos de investigación</b> La carta de circulación
Wk. 5	Capítulo 4 – La banca, pp. 91-96 y 117-133 Reporte sobre los bancos
Wk. 6	<b>Examen #1 – Capítulos 1,2,3,4</b> <b>Entregar contratos de trabajo para el proyecto</b> La carta de solicitud de crédito
Wk. 7	Capítulo 7 – Los recursos humanos, pp. 207-240 La carta de solicitud de empleo
Wk. 8	Capítulo 8 – Bienes y servicios, pp. 242-255 y 268 – 285 Importancia de los gestos
Wk. 9	Capítulo 9 – Marketing I – Mercados y publicidad, pp.286-289 y 310-321 El anuncio comercial
Wk. 10	Capítulo 11 – Las finanzas – 358-371 y 385-395 El correo electrónico
Wk. 11	<b>Examen #2 – Capítulos 7, 8, 9, 11</b> Capítulo 12 – La entrada al mercado internacional, pp.398-413 <b>Trabajar en sus proyectos de investigación</b>
Wk. 12	“La entrevista de empleo”, pp. 553-558 <b>Presentación de proyectos – Grupos 1, 2</b> <b>Trabajar en sus proyectos de investigación</b>
Wk. 13	<b>Presentación de proyectos – Grupo 3</b> <b>Firmar el “horario para su entrevista final”</b> <b>“Thanksgiving holiday” – “No hay clases” (20-24 de noviembre)</b>
Wk. 14	<b>Presentación de proyectos – Grupos 4, 5 y 6</b> <b>Asegurarse que tiene una hora para la entrevista final</b>

Wk. 15	<b>Preparación para la entrevista de empleo.</b> Reading Day – Friday, December 9 – “No hay clases”
Wk. 16	Final Exam – Entrevista de empleo (oral) – Mon. Dec. 11 at 1:30 p.m. -