College of Liberal Arts and Social Sciences (CLASS)

School of Languages, Literatures and Cultures

SPAN 4080.01 – Business Spanish – FALL 2026

Meets: FtoF on MW– 2:20 – 3:40 P.M.- LANG 319

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: M 11:30 - 12:30. and by appointment or Zoom Th at 2:00 p.m.
Email: 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 have the options to buy the textbook with digital access from UNT bookstore and work digitally, or just rent or buy the paper copy and read and turn in your written assignments on paper.

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 you may benefit from signing up with them.

Other materials required:

- A Spanish / English dictionary or access to the RAE dictionary online.

FOR REFERENCE:

Almanaque mundial, 2014.

Fryer, T. Bruce & Faría, Hugo. *Spanish for the Business Traveler*. Hauppage, 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 general information and planning during the semester on Canvas. Some of the quizzes will require access to Canvas. Students 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)

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)
Email: 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)

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)	20%	-Quizzes/discussions	10%

- Homework	13%	-Final paper/presentation	30%
- Reports / Letters	12%	-Final OPI -Job Interview	10%
-In class participation	5%		

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:

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 form groups with 3 students each. Each group will write a work contract and divide the research work in 3 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!***

Use of Generative AI:

· Generative AI Use Is Prohibited: The use of generative AI is strictly prohibited in this course since I want to see your critical thinking skills and creativity in action. Any information generated by AI should be documented as such and it will no be graded. Please consult with me at all times.

· Closed Book Exam/Quiz: The use of AI tools is not permitted.

· Writing Assignments: The use of generative AI tools is not permitted on writing assignments in this course. By submitting a writing assignment, you attest that you are the only and original author.

▪ **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) 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 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 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/).

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) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: 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).

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) 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/) or email 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 or by calling the Dean of Students Office at 940-5652648.

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

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)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- 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 euIDs 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)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

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

STUDENT ISSUES WITH INSTRUCTORS

When a student has a course-related concern about their instructor (e.g., appeal a grade, disagreement about attendance record, interpretation of a class assignment, assigned grades, etc.), the following steps should be taken to resolve the issue: in calculating the grade, including the failure to factor in an assignment, project, quiz, or examination. Guidelines on Resolving Student Concerns in the SLLC Department

1. The student should first attempt to informally resolve their concern by speaking directly with their instructor.
2. If there is no satisfactory resolution to their concern, the student should email a description of the issue to Dr. Christoph Weber, chair of the SLLC (weber@unt.edu).
3. The department chair will contact the assistant/associate chair of the department. They will meet with the student and instructor separately to resolve the issue.
4. The department chair will inform the student about the resolution of their concern.

Grade Appeals Policy

Students should attempt to resolve the grade dispute with their instructor. If there is no satisfactory resolution, the student can initiate a grade appeal with the instructor based on one of the following criteria:

- The grade is based on unfair treatment during the regularly scheduled class period.
- The instructor deviated from the guidelines outlined in the course syllabus without providing a valid academic reason, or
- An error occurred

Note: If the student is alleging discrimination, they must report this belief to the Office of Equal Opportunity.

It is the responsibility of students to follow all rules, guidelines and instructions clearly outlined in class syllabus as well as follow all directives given by instructors of Spanish classes on Canvas and in class. The student should maintain clear lines of communication with the instructor in person and email regarding any issues or queries related to the class. You can expect your instructor to answer email messages as soon as he/she gets them; however, if it is past 5pm, on weekends, or during times that he/she is teaching, it might take longer. Also, send messages via UNT (not inside Canvas) and use a school related address.

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 de septiembre”
Wk. 4	Capítulo 3 – La gerencia, pp. 58-89 **Escoger grupos y proyectos de investigación** La carta de circulación
Wk. 5	Capítulo 4 – La banca, pp. 91-96 y 117-133 Reporte sobre los bancos

Wk. 6	**Examen #1 – Capítulos 1,2,3,4** **Entregar contratos de trabajo para el proyecto** 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	**Examen #2 – Capítulos 7, 8, 9, 11** Capítulo 12 – La entrada al mercado internacional, pp.398-413 **Trabajar en sus proyectos de investigación**
Wk. 12	"La entrevista de empleo", pp. 553-558 **Presentación de proyectos** **Trabajar en sus proyectos de investigación**
Wk. 13	**Presentación de proyectos** **Firmar el "horario para su entrevista final"**
Wk. 14	**Presentación de Proyectos** **Asegurarse que tiene una hora para la entrevista final**
Wk. 15	**"Thanksgiving holiday" – "No hay clases" (23 - 27 de noviembre)**
Wk. 16	Prepararse pala la entrevista final – Trabajar con el CV Evaluación del curso y hacer el SPOT Final Exam – Entrevista de empleo (oral) – Sat. Dec. 5 at 1:00 – 3:00 p.m. -