
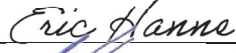
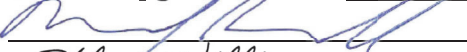
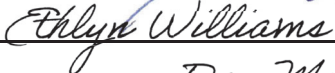

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs		UUPC Approval <u>3/27/23</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Languages, Linguistics, and Comparative Lit. College Arts and Letters		
Current Course Prefix and Number SPN 3440		Current Course Title Commercial Spanish 1	
<i>Syllabus must be attached for ANY changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.</i>			
Change title to: Change prefix From: _____ To: _____ Change course number From: _____ To: _____ Change credits* From: _____ To: _____ Change grading From: _____ To: _____ Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour.</small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.</small> <small>***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.</small>		Change description to: Change prerequisites/minimum grades to: Change pre-req. from: SPN 2221 or SPN 2341 or SPN 3343 or permission of instructor to: Placement test required with a passing score. (The test only needs to be taken once at FAU.) Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-). Terminate course? Effective Term/Year for Termination:	
Effective Term/Year for Changes: Fall 2023			
Faculty Contact/Email/Phone Dr. Nuria Godon / ngodon@fau.edu / 7-0645			
Approved by Department Chair <u></u> College Curriculum Chair <u></u> College Dean <u></u> UUPC Chair <u></u> Undergraduate Studies Dean <u></u> UFS President _____ Provost _____		Date _____ 1/13/2023 _____ 2/13/23 _____ 02/14/2023 _____ 3/27/23 _____ 3/27/23 _____ _____	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

SPN 3440 – COMMERCIAL SPANISH I

Department of Languages, Linguistics and Comparative Literature
Fall 2023
3 Credit Hours

Course: SPN 3440

Section: 001

CRN: XXXXX

Instructor: Lina M. Henao

Office Location: CU 275

Office Hours online: martes: 2:00 pm – 4:00 pm

Zoom: <https://fau-edu.zoom.us/j/3632416765?pwd=ajFiVzIIVmRTczdHL3VITHVRbm9mdz09>

Phone Number: 561 297 0310

Email: lhenao2013@fau.edu

COURSE PREREQUISITES

Prerequisites: Placement test required with a passing score. (The test only needs to be taken once at FAU.)

COURSE DESCRIPTION

Fundamentals of commercial and administrative Spanish usage and correspondence. Introduction to relevant aspects of Spanish and Latin American commerce.

COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

1. Demonstrate cultural competence within the Hispanic world (CO: 1)
2. Use the vocabulary and grammatical structures of the Spanish language appropriately in the context of business. (CO: 2)
3. Describe the importance of Spanish-language vocabulary in the context of business. (CO: 3)

4. Demonstrate oral and written comprehension and communication skills in Spanish in the context of business. (CO: 4)
5. Demonstrate professional interactions with people whose native language is Spanish and other heritage learners.

CO = Course Objective

COURSE DELIVERY MODE

This is a fully online course accessible only through FAU's learning management system, Canvas. You must log into Canvas with your FAU ID and Password to access the materials and assignments in this course. If you do not know your FAU ID or Password, [contact OIT for help](#).

The course is organized into modules with due dates. The course begins with the START HERE page, which will familiarize you with the organization and navigation of the course. You will open a new learning module to access the assigned reading materials, videos, presentations, and other relevant materials for each subsequent module.

TIME COMMITMENT PER CREDIT HOUR

This course has 3 credit hours. For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort is required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

STUDENTS' RESPONSIBILITIES

Students enrolled in the course are expected to:

1. Attend and participate in all course activities and completion of all assignments
2. Read assigned material by assigned dates.
3. Complete all assignments and exams on time.
4. Show respect to others through good netiquette.
5. Keep abreast of what is happening in your course. If you need, ask for help.

Attendance/Participation:

Since the course is an on-line, you are expected to login on Canvas course environment at least three times per week to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines since your classmates' work depends on your participation, and vice-versa. Failure to meet this obligation may be viewed as course abandonment, and you will be dropped from the course. Being dropped from the course is irrevocable, and you will not be re-inserted. If you are experiencing major illness, absences 3 due to university duties, or other large-scale issues, contact the instructor immediately to formulate a resolution (if possible). Notifying your instructors after the fact will not be sufficient to prevent being dropped.

REQUIRED TEXTS & MATERIALS

In this course, you will need the following texts and/or materials:

- **Online Homework Platform—MindTap**
- **ISBN-13: 9780357509302**
- Assign this textbook through MindTap to provide online homework and assessment, videos, study tools and seamless access to the eBook—inside or outside of your campus Learning Management System.
- follow the link below to buy the book. Please make sure you get the version with MindTap for \$92.
- <https://www.cengage.com/c/student/9781337554978/?filterBy=Student> (Enlaces a un sitio externo.)
- **Note** – This bundle provides access to a fully interactive eBook. You have the opportunity to purchase access during the registration process or you can use the access code purchased in the bundle at the bookstore.

Optional Texts: Thomas Friedman, *La tierra es plana*, trad. Inés Belaustegui. Madrid: Ediciones Martinez Roca, S.A., 2006 Thomas Becker, *Doing Business in the New Latin America: A Guide to cultures, Practices, and Opportunities*. Westpot, CN: Preager Publisher, 2004

MINIMUM TECHNOLOGY & COMPUTER REQUIREMENTS

HARDWARE & SOFTWARE REQUIREMENTS

Hardware

- Dependable computer

- Computer speakers
- Headset with microphone
- Webcam

Software

- [Microsoft 365 Suite](#)
- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Canvas mobile app: Download instructions for [iOS device](#) or [Android device](#)
- [Adobe Reader](#)
- [Adobe Flash Player](#)

Internet Connection

- Recommended: Broadband Internet connection with a speed of 4 Mbps or higher.
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- [Check your Internet speed here.](#)

Other Technologies

Detailed information on how to access the Publisher Material (including eBook) for this course is available in Canvas.

COMPUTER REQUIREMENTS

Basic Computer Specifications for Canvas

- Operating system: Windows 10 or macOS Sierra (or higher).
- [Specifications](#)

Peripherals

- A backup option should be available to minimize the loss of work. This can be an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Software

- Once logged in to Canvas make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

MINIMUM TECHNICAL SKILLS REQUIREMENTS

The general and course-specific technical skills you must have to succeed in the course include but are not limited to:

- Accessing Internet.
- Using Canvas (including taking tests, attaching documents, etc.).

- Using email with attachments.
- Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
- Copying and pasting functions.
- Downloading and installing software.
- Using presentation, graphics, and other programs.
- Posting and commenting in an online discussion.
- Searching the FAU library and websites.

TECHNICAL SUPPORT

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar.

When a problem occurs, click “Help” to:

- Report a Problem
- Live Chat with Canvas Support
- Search Canvas Guides

Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: 561-297-3590
2. If you can, make a Print Screen of the monitor when the problem occurs. Save the Print Screen as a .jpg file. If you are unfamiliar with creating a Print Screen file, see [Print Screen instructions](#).
3. Complete a [Help Desk ticket](#). Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. This includes:
 - a. Select “Canvas (Student)” for the Ticket Type.
 - b. Input the Course ID.
 - c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 - d. Attach the Print Screen file, if available.
4. Send a message within Canvas to your instructor to notify him/her of the problem. Include all pertinent information of the incident (2b-d above).
5. If you do not have access to Canvas, send an email to your instructor with all pertinent information of the incident (2b-d above).
6. If you do not have access to a computer, call your instructor with all pertinent information of the incident. If he/she is not available, make sure you leave a detailed message.

7. If you do not hear back from the Help Desk or your instructor within a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until you obtain a resolution.

COURSE ASSESSMENTS, ASSIGNMENTS & GRADING POLICY

Assessment Policy:

Since the course is in an on-line format, it is essential that all activities and assessments be completed by the due date. Make-up, late, and incomplete work is not acceptable. Do not procrastinate completing your assignments. If you are having difficulty in meeting and expectation or requirement, please contact your instructor to discuss the issue. Participants will receive constructive feedback on their work and responses throughout the course. Please note that depending on the assessment given, feedback may take several days to be created and disseminated to participants. Participants are asked to read the directions for each assessment to verify when they can expect to receive feedback and in what format (comments, audio, files, grades, etc).

ASSESSMENTS

Introductions and Syllabus Quiz (1%)

You will post an introduction in the student introductions discussion board and take a syllabus quiz. You can take the syllabus quiz as many times as necessary to achieve 100%.

Discussion Boards (6 Discussion Boards: 10% of total grade [1.66% each])

As part of the course assignments, you will be asked to post an original submission to the discussion board and reply to at least two other students' posts with a substantive response. A substantive response adds value to the discussion by bringing new ideas, research, evidence, etc. to the conversation. "I agree," "Ditto" and the like are not acceptable replies. The rules of Netiquette must be followed. Replies are not texts with your friends. Full sentences, proper spelling, source citations, etc., are expected.

All original posts must be submitted **2 days before** the closing date for each discussion assignment (1 point will be deducted for each day late). Please check Assignment List in Canvas for dates. Responses to peers are due at 11:59pm EST, on the closing date for each discussion assignment.

Written Exams (29% of total grade: 3 Written Exams [9.67% each])

There will be 3 written tests, corresponding to Éxito Comercial's chapters. Every exam covers two chapters. Exams will be taken online in the Canvas Learning Management System. Tests will be timed. No make-up exams are given.

Oral exam (10% of total grade)

The Oral Exam is a mock job interview with the professor. The evaluation will include the student's use of target vocabulary, cultural and business concepts discussed and practiced in class, much of which is covered in chapter 7. THERE WILL BE NO MAKE UPS WITHOUT PROOF OF A SERIOUS EMERGENCY. For this exam, students will have a schedule to meet individually on Canvas Conferences.

Otro Fin (Video Activity) (5% of total Grade – 3 in total: 1.66% each)

Students will work in pair to record alternate endings for video situations.

Noticia/News (10% of total Grade – 3 in total: 3.33% each)

Students will look for news in newspapers from several Latin American countries and write summaries according to the instructions in Canvas.

El Teléfono/Telephone (5% of total Grade – 3 in total: 1.66 each)

Students will listen to a phone conversation and answer questions about the conversation. Then they will write their answers to the questions based on the conversation.

Diario/Journal (10% of total Grade – 6 in total: 1.66% each)

Students will answer questions on chapter concepts. This will help them study for written exams.

Final Project: (20% of final grade)

In pairs, students will prepare a written project related to incorporating a business in the Hispanic country of their choice.

Students will create a presentation (written summary) and add audio explaining the business they are incorporating and the country issues that guide their decisions.

GRADING POLICY

The instructor will calculate your grade based on the following weighted distribution:

Assessment	Weight (%)
Discussion Boards (6)	10% (1.66% each)
Journal (Diario) (6)	10% (1.66% each)
News (La noticia) (3)	10% (3.33% each)
Telephone (El teléfono) (3)	5% (1.66% each)
Video activities "Otro fin" (3)	5% (1.66% each)
Written Exams (3) + Syllabus Quiz (1%)	30% (9.67% each)
Oral Exam (1)	10%
Final Project (1)	20%
Total	100%

GRADE SCALE

Grade	Total (%)
A	100 – 93
A-	92 – 90
B+	89 – 87
B	86 – 83
B-	82 – 80
C+	79 – 77
C	76 – 73
C-	72 – 70
D+	69 – 67
D	66 – 63
D-	62 – 60
F	59 – 0

LATE ASSIGNMENTS AND MAKE-UP TESTS POLICY

Even though there is some flexibility in the learning pace in online courses, graded assignments and exams will be time dependent and the deadlines must be observed. Late assignments will not be accepted, and make-up quizzes will only be given for a verifiable excuse with documentation. Lack of documentation will result in an automatic letter grade reduction per day and a zero after 4 days. Make-up quizzes will be scheduled at the instructor's discretion. Reasonable accommodation will be made for religious observances, scholastic, athletic, or

other FAU approved events and prior arrangements must be made with the instructor before the conflict occurs

INCOMPLETE GRADE POLICY

The University policy states that a student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor but is allowed only if the student is passing the course.

COURSE POLICIES

CODE OF ACADEMIC INTEGRITY POLICY STATEMENT

Students at Florida Atlantic University should endeavor to maintain the highest ethical standards. Academic dishonesty is a serious breach of these ethical standards, because it interferes with the University mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive to the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

PLAGIARISM

[Plagiarism](#) is unacceptable in the University community. Academic work must be an original work of your own thought, research, or self-expression. When students borrow ideas, wording, or organization from another source, they must acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass off such work as one's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized. This includes all discussion board posts, journal entries, wikis, and other written and oral presentation assignments. If in doubt, cite your source.

ATTENDANCE POLICY

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's

responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

ONLINE ATTENDANCE POLICY

Since the course is online, you should access the course **at least three times per week** to ensure you do not miss pertinent postings, messages, or announcements. It is imperative that you meet course deadlines and stay active in discussion boards, group projects, etc. If you are experiencing major illness, absences due to University duties, or other large-scale issues, contact the instructor immediately to formulate a resolution.

SPECIAL COURSE REQUIREMENTS

Talk Abroad account - <https://talkabroad.com/>

NETIQUETTE

Due to the casual communication common in the online environment, students are sometimes tempted to relax their grammar, spelling, and/or professionalism. Please remember that you are adult students and professionals—your communication should be appropriate. For more in-depth information, please see the [FAU statement on netiquette](#).

CLASSROOM ETIQUETTE/DISRUPTIVE BEHAVIOR POLICY STATEMENT

Disruptive behavior is defined in the FAU Student Code of Conduct as "... activities which interfere with the educational mission within classroom." Students who disrupt the educational experiences of other students and/or the instructor's course objectives in a face-to-face or online course are subject to disciplinary action. Such behavior impedes students' ability to learn or an instructor's ability to teach. Disruptive behavior may include, but is not limited to non-approved use of electronic devices (including cellular telephones); cursing or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

For more information, please see the [FAU Office of Student Conduct](#).

POLICY ON THE RECORDING OF LECTURES (OPTIONAL)

Because of a new Florida Statute in 2021, the following model language is suggested for inclusion in course syllabi, at the discretion of individual faculty:

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a

particular subject. Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

COMMUNICATION POLICY

Announcements

You are responsible for reading all announcements posted by the instructor. Check the course announcements each time you log in.

Email/Video Conferencing

Effective August 1, 2004, FAU adopted the following policy:

“When contacting students via e-mail, the University will use only the student’s FAU e-mail address. This will ensure that e-mail messages from FAU administration and faculty can be sent to all students via a valid address. E-mail accounts are provided automatically for all students from the point of application to the University. The account will be disabled one-year post-graduation or after three consecutive semesters of non-enrollment.”

You are responsible for reading all of your course email and responding in a timely manner.

Emailing your instructor

Please use your FAU account when e-mailing your instructor. If you use a personal e-mail account (e.g., Hotmail, yahoo, g-mail, etc.) your instructor will not know whether the message is junk mail, and therefore, will not respond. FAU e-mail is considered by the university to be official communication, and you should therefore address your instructor appropriately (e.g., Dear Ms., Mr., Sr., etc.), sign your name, and use a respectful tone. Instructors will not respond to e-mails that do not address them directly, and/or are not signed, and/or are not sent from your official FAU e-mail address.

Course-Related Questions

Post course-related questions to the FAQ discussion board. This allows other participants with the same question to benefit from the responses. Also, make sure you review this forum prior

to posting a question. Someone may have already asked and answered the question in previous posts.

INSTRUCTOR'S PLAN FOR CLASSROOM RESPONSE TIME & FEEDBACK

Email/Video Conferencing Policy

Except for weekends and holidays, the instructor typically will respond to email (Canvas inbox or FAU email) within 48 hours. You should ask course-related questions in the FAQ discussion board. If you have questions of a personal nature, you should email the instructor.

Assignment Feedback Policy

The instructor will provide feedback on submitted assignments within one week of the submission date. Some assignments may require a longer review period, which the instructor will communicate to you.

Course-Related Questions Policy

Except weekends and holidays, the instructor will generally answer questions within 48 hours.

Electronic Communication Policy

In addition to the University's policy, please consider the following:

- Privacy, confidentiality, and security in all electronic communications.
- All electronic communication resources must be used for the course and in alignment with to the University mission.
- Prohibited use of false identity, false identity pseudonyms, or anonymous (sender's name or electronic identification is hidden).
- Access without consent.
- Disruption of services including introducing computer contaminants (viruses).
- Harassment of any kind.

Please see the Office of Information Technology's policies on [Cyber Security Awareness](#).

SUPPORT SERVICES & ONLINE RESOURCES

- [Center for eLearning and Student Success](#)
- [Counseling and Psychological Services](#)
- [FAU Libraries](#)
- [Freshmen Academic Advising Services](#)

- [Math Learning Center](#)
- [Office of Information Technology Helpdesk](#)
- [Office of International Programs and Study Abroad](#)
- [Office of Undergraduate Research and Inquiry](#)
- [Student Accessibility Services](#)
- [University Center for Excellence in Writing](#)

FACULTY RIGHTS & RESPONSIBILITIES

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise.

To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the *Student Code of Conduct*.

SELECTED UNIVERSITY & COLLEGE POLICIES

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) CENTER

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

DISABILITY POLICY

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

GRADE APPEAL PROCESS

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.

- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[Chapter 4 of the University Regulations](#) contains information on the grade appeals process.

RELIGIOUS ACCOMMODATION POLICY STATEMENT

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs with regard to admissions, registration, class attendance, and the scheduling of examinations and work assignments. For further information, please see [Academic Policies and Regulations](#).

REGULATION 2.007 RELIGIOUS OBSERVANCES

(1) The University recognizes and values students' rights to observe and practice their religious beliefs. This regulation provides a procedure in which students may seek reasonable accommodation of their religious observances, practices, and beliefs in regard to admission, class attendance, the scheduling of examinations, major class events, major University activities, and work assignments.

(2) The University will reasonably accommodate a student's religious observances, practices, and beliefs as they pertain to the following:

1. Admissions: The University will not deny admission to any student because of the religious observance, practice, or belief of the student.
2. Class Attendance: Any student, upon notifying his or her instructor, will be excused from class or other scheduled academic or educational activity to observe a religious holy day of his or her personal faith. Such notification shall be made no later than the end of the second week of the applicable academic term. Students shall not be penalized due to absence from class or other scheduled academic or educational activity because of religious observances, practices or beliefs. Students should review course requirements and meeting days and times to avoid foreseeable conflicts, as excessive absences in a given term may prevent a student from successfully completing the academic requirements of a course.
3. Work Assignments: Students who are excused from class or a specific work assignment or other academic or educational activity for the purpose of observing a religious holy day will be responsible for the material covered in their absence, but shall be permitted a reasonable amount of time to make up any missed work. Missed work shall be made up in accordance with a timetable set by the student's instructor or as prescribed by the instructor at the beginning of the academic term.
4. Examinations, Major Class Events, Major University Activities: The University, by and through itself and its instructors, shall use reasonable efforts not to schedule major

examination, major class events, or major University activities on a recognized religious holy day. A recognized religious holy day is a significant day of religious observance as recognized by the highest governing body of that particular religious faith. Evidence of such recognition shall be provided by the student unless the holy day has been previously recognized by the University on its University Calendar as a day of observance in which the University is closed in observance of the holiday.

(3) Any student who believes that he or she has been unreasonably denied an educational benefit due to his or her religious belief or practices may seek redress of the decision by filing a complaint for failure to provide a religious accommodation with the Office of Equal Opportunity Programs. Any such complaint will be processed and investigated in accordance with the University's established procedure regarding alleged discrimination and harassment.

Specific Authority: Article IX of the Florida Constitution, 1006.53, F.S., Board of Governors Regulation 6.0115. History—New 8-6-12.

UNIVERSITY APPROVED ABSENCE POLICY STATEMENT

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is your responsibility to notify the instructor at least one week prior to missing any course assignment.

DROPS/WITHDRAWALS

You are responsible for completing the process of dropping or withdrawing from a course. Please click on the following link for more information on dropping and/or withdrawing from a course. Please consult the [FAU Registrar Office](#) for more information.

* * *

ADDITIONAL INFORMATION

One of the objectives of this course is to facilitate critical thinking and debate around topics, theories, and concepts where disagreement is not only anticipated, but encouraged. The ability to think critically, express your ideas clearly, and respond to the professor and other students civilly are the keystones of the academic experience. In this course, the professor will provide instruction in an objective manner and will remain open to a wide variety of viewpoints, so long as those viewpoints are evidence-based and presented in a respectful way. During class, the professor may take positions and make statements for the sole purpose of accomplishing an academic objective or enhancing the learning environment. Additionally, the adoption of class materials for this course does not imply an endorsement of the full content of those materials or the positions of the authors of those materials. Often the professor will provide materials as a point of departure for critical thinking and debate. Students should keep in mind

that the ideas presented or discussed during class may not necessarily reflect the professor's personal beliefs or opinions on the subject matter.

The instructor reserves the right to adjust this syllabus as necessary.

CALENDARIO FALL - 2022
 ESPAÑOL COMERCIAL 1 - SPN 3440-001-14022

FECHA/SEMANA	LECTURA	ACTIVIDADES
SEMANA 1	UNIDAD 1 Lectura Comercial y cultural (2-18)	
		Introducción del estudiante
		Comprar el libro y conseguir compañero.
SEMANA 2	UNIDAD 1 Lectura Comercial y cultural (2-18)	Diario
		Foro de discusión
		El teléfono
SEMANA 3 LABOR DAY	UNIDAD 2 Lectura Comercial (20-31) Una vista panorámica de España (32-37) Una vista panorámica de Guinea Ecuatorial (37-43) Lectura cultural (43-45)	Diario
		Foro de discusión
SEMANA 4	UNIDAD 2 Lectura Comercial (20-31) Una vista panorámica de España (32-37) Una vista panorámica de Guinea Ecuatorial (37-43) Lectura cultural (43-45)	La noticia
		Otro fin -video
		Examen 1
SEMANA 5	UNIDAD 3 Lectura Comercial (57-67) Una vista panorámica de México (68-78) Lectura Comercial (78-79)	Diario
		Foro de discusión
SEMANA 6	UNIDAD 3 Lectura Comercial (57-67) Una vista panorámica de México (68-78) Lectura Comercial (78-79)	La noticia
		El teléfono
SEMANA 7	UNIDAD 4 Lectura Comercial (92-110) Una vista panorámica de Guatemala (106-110)	Diario
		Foro de discusión

	Una vista panorámica de Honduras (111-115) Lectura cultural (117-120)	
SEMANA 8	UNIDAD 4 Lectura Comercial (92-110) Una vista panorámica de Guatemala (106-110) Una vista panorámica de Honduras (111-115) Lectura cultural (117-120)	Otro fin -video Talk Abroad
SEMANA 9	UNIDAD 4 Lectura Comercial (92-110) Una vista panorámica de Guatemala (106-110) Una vista panorámica de Honduras (111-115) Lectura cultural (117-120)	Examen 2
SEMANA 10	UNIDAD 5 Lectura Comercial (169-176) Una vista panorámica de Costa Rica (180-184) Una vista panorámica de Panamá (185-190) Lectura cultural (192-194)	Diario Foro de discusión
SEMANA 11	UNIDAD 5 Lectura Comercial (169-176) Una vista panorámica de Costa Rica (180-184) Una vista panorámica de Panamá (185-190) Lectura cultural (192-194)	Noticia Teléfono
SEMANA 12 VETERANS DAY	UNIDAD 5 Lectura Comercial (169-176) Una vista panorámica de Costa Rica (180-184) Una vista panorámica de Panamá (185-190) Lectura cultural (192-194)	Entrega proyecto final
SEMANA 13	UNIDAD 6 Lectura Comercial (209-215) Una vista panorámica de Venezuela (219-224) Lectura cultural (225-228)	Entrega de hoja de vida y aviso de empleo Diario Foro de discusión
SEMANA 14 THANKSGIVING	UNIDAD 6 Lectura Comercial (209-215) Una vista panorámica de Venezuela (219-224) Lectura cultural (225-228)	
SEMANA 15	UNIDAD 6 Lectura Comercial (209-215) Una vista panorámica de Venezuela (219-224) Lectura cultural (225-228)	Examen oral – entrevista Otro fin – video Examen 3

