

“Culture and Language Across the Curriculum: Spanish”

SYLLABUS

Fall 2013

(Revised 12 Aug., '13)

**UR School of Professional & Continuing Studies
CLAC 250U/CLAC 550U (Hybrid: One Credit, Pass/Fail)**

**Thursdays 4:30 P.M. – 5:30 P.M.
Carole Weinstein International Center: Room 229**

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Spanish: Bestow great attention on this & endeavor to acquire an accurate knowledge of it. Our future connections with Spain and Spanish America will render that language a valuable acquisition. Thomas Jefferson 1787

Assigned workbook/websites:

Workplace Spanish for Human Resources:

http://www.workplacespanish.com/human_resources.shtml

Bowdoin College Online Spanish Grammar Review (Blackboard)

<http://www.bowdoin.edu/~eyepes/newgr/ats/index.html>

We will also read other short articles in Spanish located in Blackboard.

Students are **encouraged** to take a short online non-graded Spanish placement proficiency test. This is free and is administered by the UR Global (Language) Studio:

<http://globalstudio.richmond.edu/in-person-services/placement-test.html>

Objective and General Course Description:

My main objective is to further develop your working knowledge of Spanish including basic everyday workplace conversations. We will talk about work and employment practices in Latin America. Some 40,000 Latinos live in the Richmond area. Accordingly, it is important to learn more about Latino culture and family structure, in order to better understand our neighbors, customers, colleagues, etc.

Students will prepare some basic documents in Spanish: a CV, employment announcement, cover letter, etc. However, the emphasis of the class will be on speaking and conversation. Students will also be asked to make short presentations in Spanish/English on: (1.) their employer; (2.) a government or social service agency in Richmond that might be a referral for a Latino employee; (3.) recommending setting up a business in Virginia; (4.) current events in a Latin American country, etc. This will be a hybrid class. Approximately one-third of the class sessions will be online assignments. I want the class to be informative, useful, and FUN!

Semester Schedule:

Class attendance is a must. If you need to be absent, please notify me in advance.

29 Aug. **LIVE** Introductions. Discuss Banco de Mexico employment application letter and Mexican business culture. *Workplace Spanish*: Introduction and pp. 8-10. U Texas video re women executives in Latin America (Stefano: Peru.)

05 Sept. **LIVE** *Workplace Spanish* pp. 16-17. U Texas video re women executives in Latin America (Joanna: Dominican Republic.) Read City of Richmond Office of Multicultural Affairs website and *STYLE* magazine article re Mixtecos in Richmond before class.

Guest Speaker: Ms. Tanya Gonzalez (Confirmed)
Director, Office of Multicultural Affairs
City of Richmond
“Conociendo a Los Latinos en Richmond”

12 Sept. **ONLINE** Prepare your personal CV/Solicitud de Empleo to apply for your job. Submit to Jose and me. Study Mexican Independence Day materials. Study Latin American map. Do Bowdoin exercises 6-8.

(16 Sept. Mexican Independence Day! Viva Mexico!)

(17 Sept. Latino Heritage Dinner: UR Heilman Dining Hall 6:00 -7:30 p.m.)

19 Sept. **LIVE** Discuss Mexican Independence Day. *Workplace Spanish*: 18-19. View video re Independence Day in Mexico. Discuss your personal CV/Solicitud de Empleo. Map quiz...for a prize!

26 Sept. **LIVE** U Texas video re women executives in Latin America (Jorge: Mexico.) Do Bowdoin exercise 25 “Ser” and “Estar”. *Workplace Spanish*: pp. 20-21 Select a job advertisement for translation. Visit UR Global Studio: Dr. Sharon Scinicariello. (Tent.)

(26 Sept. evening TBD Movie and discussion: “Harvest of Empire” UR)

03 Oct. **LIVE** UTexas video re women executives in Latin America: (Rosanna: Peru.) *Workplace Spanish* pp. 22-23. Translate job advertisement before class for discussion today. (Jose Bustillos leads class.)

10 Oct. **ONLINE** Review pre-read materials re Puerto Rico. Prepare three questions in Spanish re Puerto Rican culture, HR practices, etc. Send to Jose and me in advance.

(10-11 Oct. Virginia Latino Higher Education Network “Encuentro” J. S. Reynolds CC)

17 Oct. **LIVE** UTexas video re women executives in Latin America: (Miluska: Peru.)
Guest Speaker: Ms. Thais Diaz Montalvo (Confirmed)
Visiting Instructor, University of Richmond
“Mi vida en Puerto Rico”

24 Oct. **ONLINE** Do Bowdoin exercises 20-24. Review Dia de los Muertos readings.

31 Oct. **LIVE** Discuss Dia de los Muertos readings. Do Bowdoin exercise 22: “Conocer vs. “Saber.” *Workplace Spanish* pp. 39-40. See video re Latino culture and management.

07 Nov. **ONLINE** Translate “Dia de Accion de Gracias.” Send translation to me and Jose. Do Bowdoin exercises 26-27.

14 Nov. **ONLINE** Review Jose’s information about Tucson and submit three questions in Spanish to Jose and me.

21 Nov. **LIVE**
Guest Speaker: Mr. Jose Bustillos
Student, University of Richmond
“Mi vida en Tucson, Arizona”

Discuss Thanksgiving in Spanish. *Workplace Spanish* pp. 41-42. Select topic for your Spanish report on last day of class. Prepare draft of your report and send to Jose and me.

28 Nov. **NO CLASS. (THANKSGIVING /EL DIA DE ACCION DE GRACIAS)**

05 Dec. **LIVE** Last Class and **FIESTA!** Oral presentations in Spanish re visiting Virginia or investing in Richmond. Read materials on workforce changes for 21st century and what companies look for in new employees. Spanish Christmas songs.

Grading:

CLAC courses are pass/fail courses. In order to earn a passing grade, students must: attend class sessions, participate in classroom discussions, and complete the various written assignments.

Honor Code:

Students are expected to abide by the various tenets of the UR Honor Code.

Plagiarism:

Plagiarism is the taking of the ideas, works or words of others and representing them as your own whether one intended to do so or not. Ignorance of academic standards or proper citation is irrelevant. Note that these standards apply to written papers as well as PowerPoint presentations.

There are three common types of plagiarism.

- (1) The use of another author's words in their entirety without citation or quotation.
- (2) The use of another author's exact words whether it be a paragraph, sentence, or phrase with citation but no quotation marks or other indication such as double indenting and decrease in font size (the latter is necessary for extensive quotes) that signify the words were written by another author.
- (3) The cutting and pasting of an entire document or large parts of it from the internet or some other electronic file.

To avoid plagiarism:

FIRST – use quotations sparingly and only as needed to make significant points in your paper.

SECOND – follow official APA style guide requirements on how to quote and cite sources.

THIRD – never, under any conditions, use the exact words of another author without quoting and citing.

FOURTH – read the material, find the concept or thought that is important, think about it, and close the book or turn over the article. Explain the concept in your own words, without returning to check the original source. When in doubt, ask your professor for guidance.

Biography of Instructor:

George Hiller has been an adjunct instructor at UR SPCS since 2001, teaching classes in globalization, international business, and C-LAC Spanish. He also served as an adjunct professor of international business law at the UR School of Law from 1994-2000, and a lecturer in the Professional Development Program at the UR Robins School of Business from 2005-2008.

Professor Hiller founded the international education program at the SW Virginia Higher Education Center in Abingdon. www.globalvirginia.com, and served as the director from 2003-2013. He coordinated international education programs for a consortium of small colleges in the region including summer international business study programs in China, Germany, and Mexico. Previously, Professor Hiller worked as an international banker and the international manager for Virginia's export promotion programs in Latin America.

He is originally from Albuquerque, New Mexico. Professor Hiller received a BA from the University of New Mexico, MBA from the Thunderbird School of Global Management, and JD from the UR School of Law. He is a big fan of the UNM Lobos!