Instructor: Flavia Belpoliti, PhD
Meetings: HL134, every other week.
Office Location: Hall of Language 318
Office Hours: T 10am-2pm, TH 12pm-2pm or by appointment
Office Phone: 903-886-5271
Office Fax: 903-886-5980
University Email Address: flavia.belpoliti@tamuc.edu (Important note: I will respond to emails within 24 hours during the work week and by the next business day on weekends and holidays.)

COURSE INFORMATION

Materials

Series of articles, TBA.

Course Description
This course is an intense revision of advanced Spanish grammar in the context of translation from English into Spanish. Students will learn the fundamental concepts of translation theory and will put them into practice by analyzing and translating literature, advertisement, business, healthcare, legal and educational documents. The course will present opportunities to critically discuss and reflect on the specific tasks translators perform while analyzing fundamental differences in writing style and grammar structures in Spanish and English.

Student Learning Outcomes
Students who successfully complete the course will:

1. Be able to analyzed complex Spanish grammar structures in order to translate English texts into Spanish.
2. Be able to identify and compare grammatical structures in Spanish and English.
3. Be able to explain and put into practice translation theories’ main concepts and techniques.
4. Increase writing competence and reading comprehension in Spanish and English.

These learning outcome will be measured during the semester through each individual project and by the presentation of the final project.
COURSE REQUIREMENTS

1. Attendance & Participation
Participation and attendance are fundamental to succeed in this course. Attendance is mandatory. Absences due to illness or unexpected situations count as absences. The only justified absences are those resulting from mandatory participation in university events, hospitalization, or family emergencies of which the instructor has been notified. Please note that there is no participation grade given in this course; however, after two unexcused absences, your final grade will be reduced by 3 points per absence. Late work is not accepted. Exams and quizzes cannot be made up.

Student athletes, band members and members of other university sanctions should bring a letter from their supervisor or specific department during the first week of class indicating the dates they will miss class.

Students who require special accommodations for religious holidays should make arrangements with their instructor during the first week of class.

1. HOMEWORK (30% of the final grade)
Homework is assigned every session to provide students with additional practice and review of the material. The textbook and worksheet exercises are essential to understand and practice the material presented in class. HW will prepare each task by following the instructions and using the adequate online resources, as indicated. No late HW will be accepted.

2. GROUP PROJECT (20% of the final grade)
You will complete a group project translating a TAMUC English document into Spanish. As a translator does not work alone, this project will introduce you to the sequence of tasks completed by professional translations teams, performing roles of translator, proofreader and editor. Students will hand in the completed project along with individual essays evaluating the project process.

3. FINAL PROJECT (50% of the final grade)
You will complete an individual translation project based on your own interests and professional environment. You and the instructor will select an adequate document in English and you will translate it into Spanish documenting steps and activities. In addition, the final project will include a short annotated bibliography of the resources used to complete the task (minimum number of resources = 10). In the final class session you will briefly present your project to your classmates.

4. EXTRA-CREDIT.
The Spanish Program at TAMUC presents the Spanish Film Festival 2015 “Hispanic Film in Hollywood”, featuring Oscar nominated films. The Festival includes five movies in Spanish with English subtitles (see calendar for details). Attendance and completion of a short survey will result in one (1) extra-point in your final grade for each movie you attend to, up to three (3) points.
GRADING

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>Group Project</td>
<td>20%</td>
</tr>
<tr>
<td>HW</td>
<td>30% (10 HW x 3)</td>
</tr>
<tr>
<td>Final Project</td>
<td>50% (40% project, 10% final presentation)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Grade Scale:**
- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59+

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses, you will need to use a current, Flash enabled browser. For PC users, the suggested browser is Internet Explorer 9.0 or 10. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - sound card, which is usually integrated into your desktop or laptop computer
  - speakers or headphones.
- Depending on your course, you might also need a:
  - webcam
  - microphone
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. Java can be downloaded at: [http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader
  - Adobe Flash Player
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
For additional information about system requirements, please see: https://secure.ecollege.com/tamuc/index.learn?action=technical

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to: http://www.tamuc.edu/myleo.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu. It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio. Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

- **Chat Support:** Click on 'Live Support' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. You will then be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

**Note:** Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.
Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure MUST be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511
2. Students MUST file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser BEFORE the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. ONLY Pearson LearningStudio based problems are legitimate.

Internet Access
An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at https://leo.tamuc.edu.

Learner Support
Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location.
Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.

COURSE AND UNIVERSITY PROCEDURES

Course Specific Procedures
1. Late work. This is an intense course with no extended deadlines. No late work will be accepted in this course, without exceptions. Online homework should be submitted by midnight (CT) on the due date provided in the class schedule. Failure to submit an assignment on time will result in a zero (F) grade. In the case of an emergency or other reasonable situation which may affect your submissions, please contact me immediately.

2. Withdraws & Incomplete grade A student may drop a course by logging into his/her myLEO account and clicking on the hyperlink labeled “Drop a class” from among the choices found under the myLeo section of the Web page.
I reserve the right to drop a student from the course administratively for excessive absences or violations of the Code of Student Conduct. Incomplete grades (grade of “X”) are granted only under rare and extraordinary circumstances which are fully documented.

3. Grievance procedures. Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Director of the Spanish Program, Dr. Flavia Belpoliti (flavia.belpoliti@tamuc.edu).

If there are still unresolved issues, students need to schedule an appointment with the Department Head, Dr. Hunter Hayes, or Assistant Department Head, Dr. Susan Stewart, by completing a Student Grievance Form (available in the Main Office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.90.05 (“Student Appeal of Instructor Evaluation”).

4. Tutoring and Advising.
Your Instructor: I am your first resource and want to make your experience as positive as possible. Please talk to me if you are having any problems in the course and I will do my best to assist you.

Tutors: Spanish tutoring is available in HL 119. This service is free of charge and is offered daily. Sign up is on the door. Please note that there is a maximum time limit you can sign up for per day, 20 minutes. The Trio Program is also a TAMUC source for tutoring.

Advising: Dr. Flavia Belpoliti is the Spanish Programs adviser. To declare a major, second major, or minor in Spanish, or to get further information on the Spanish program, please make an appointment with Dr. Belpoliti (flavia.belpoliti@tamuc.edu).

University Specific Procedures

ADA Statement: Students with Disabilities
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:
Student Conduct
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: http://www.albion.com/netiquette/corerules.html

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

TENTATIVE COURSE CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics &amp; Activities</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/3</td>
<td>Course introduction and organization. Introduction to translation techniques</td>
<td>HW 1</td>
</tr>
<tr>
<td>9/17</td>
<td>Translation techniques. Narrative discourse. Present and past tenses</td>
<td>HW 2</td>
</tr>
<tr>
<td>10/1</td>
<td>Translation techniques. Descriptive discourse. Noun phrase, adjectives, participles and gerunds.</td>
<td>HW 3</td>
</tr>
<tr>
<td>10/6</td>
<td>Translation techniques. Mass-media discourse: news, editorial and advertising. Indicative and subjunctive.</td>
<td>HW 4</td>
</tr>
<tr>
<td>10/15</td>
<td>Academic discourse. Impersonal structures. Passive voice; uses of ‘se’</td>
<td>HW 5</td>
</tr>
<tr>
<td></td>
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<td>Group project is due on 10/15/2015</td>
</tr>
<tr>
<td>11/12</td>
<td>Applied translation. Health Sciences &amp; Sports discourse.</td>
<td>HW 7</td>
</tr>
<tr>
<td>11/19</td>
<td>Applied translation. Legal and digital discourse</td>
<td>HW 8 / 9</td>
</tr>
<tr>
<td>11/25-29</td>
<td>Applied translation. Legal and digital discourse</td>
<td>Thanksvis Holiday</td>
</tr>
<tr>
<td>12/3</td>
<td>Applied translation. Education Sciences discourse</td>
<td>HW 10</td>
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<tr>
<td></td>
<td></td>
<td>Final Project is due on 12/13/2015</td>
</tr>
<tr>
<td>12/17</td>
<td>Oral presentation</td>
<td></td>
</tr>
<tr>
<td>DATE&amp;HOUR</td>
<td>LOCATION</td>
<td>FILM</td>
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<tr>
<td>10/7/2015, 5pm</td>
<td>HL203- Commerce, TX</td>
<td>‘Biutiful’ (México, 2010)</td>
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<tr>
<td>10/8/2015, 5pm</td>
<td>HL203- Commerce, TX</td>
<td>‘Un lugar en el mundo’ (Uruguay, 1992)</td>
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<tr>
<td>10/14/2015, 5pm</td>
<td>HL203- Commerce, TX</td>
<td>‘La historia oficial’ (Argentina, 1985)</td>
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<tr>
<td>10/15/2015, 5pm</td>
<td>HL203- Commerce, TX</td>
<td>‘No’ (Chile, 2012)</td>
</tr>
<tr>
<td>10/21/2015, 5pm</td>
<td>UCD, 2nd floor – Dallas, TX</td>
<td>‘Relatos Salvajes’ (Argentina, 2014)</td>
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</tbody>
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