



SPA 483, HSW, 84660 PROFESSIONAL WRITING IN SPANISH

COURSE SYLLABUS: FALL 2026

INSTRUCTOR INFORMATION

Instructor: Maia Lamarque, PhD
Office Location: HL Talbot Hall 313
Office Hours: Mondays 10-11am
Office Phone: NA
Office Fax:
University Email Address: maia.lamarque@etamu.edu
Preferred Form of Communication: **email**
Communication Response Time: 24 hours except on weekends.

COURSE INFORMATION

MATERIALS – TEXTBOOKS, READINGS, SUPPLEMENTAL READINGS

Textbook(s) Required Spanish for the Professions by Marta Boris and Doris Celaya, Cognella Pub, 2016.

COURSE INFORMATION

COURSE DESCRIPTION

Course Description

This course seeks to advance students' professional writing skills in Spanish. Students will have the opportunity to analyze a variety of texts, practice writing strategies, and implement techniques for production of Spanish texts. The course prepares students to successfully deal with academic and professional writing in Spanish through preparation, production, and edition of diverse textual genres.

COURSE REQUIREMENTS

MINIMAL TECHNICAL SKILLS NEEDED

Students should be familiar with D2L Brightspace (including access and document upload and download), and with the MSFT Office Suit (Word, Excel, PowerPoint and Publisher).

INSTRUCTIONAL METHODS

This is a seminar style course ONLINE that requires active participation and involvement in all activities. Students will read and analyze diverse professional documents, discuss strategies and processes necessary for writing in professional contexts, and actively participate in a serving learning experience using their Spanish advanced writing skills.

STUDENT RESPONSIBILITIES OR TIPS FOR SUCCESS IN THE COURSE

La participación es crucial en una clase en línea. La participación será evaluada tanto cualitativa como cuantitativamente. Los estudiantes deberán participar por lo menos **dos veces** por semana en diferentes momentos de la discusión. Se evaluará la contribución minuciosamente en cuanto al contenido (ortografía, gramática, longitud), pensamiento crítico (aporte analítico), coherencia (lógica), participación (por lo menos dos veces) y prontitud (en diversos momentos de la discusión para interactuar efectivamente con los compañeros de clase. Editar el escrito cuidadosamente antes de someterlo a la calificación. Evitar comentarios no críticos (basados en preconceptos), subjetivos (dando afirmaciones a criterios basados en creencias personales) y/o dar ejemplos de su vida cotidiana o profesional, a menos que sean solicitados en la pregunta específicamente y se ajusten al trabajo pedagógico. Poner los comentarios a última hora equivale a una nota 1/5 en prontitud). Tengan en cuenta que el foro de discusión es un foro académico y no personal.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Total points corresponding to the final letter grades

A = 451- 500 Points

B = 401- 450 Points

C = 351- 400 Points

D = 301- 350 Points

F = 300 & > Points

ASSESSMENTS

Weights of the assessments in the calculation of the final letter grade.

Example:

Assignments	20%
Discussions	20%
Midterm Exam	30%
Final Exam	30%
TOTAL	100%

Assessments Descriptions

1. **Interpersonal writing:** students will analyze, contrast and understand main features of interpersonal writing in professional contexts. Based on this analytical process, they will draft, produce, revise, and edit various documents for different professional contexts. 15% of final grade.
2. **Presentational writing and oral presentations:** students will analyze, contrast and understand main features of presentational writing in professional contexts, with special focus on expository and argumentative texts. Based on this analysis, students will draft, produce, revise, and edit a professional report, incorporating visual components (tables, graphic, infographs) to support their communicative presentational goals. 20% of final grade.
3. **Portfolio:** Students will implement writing strategies and techniques to create a personal portfolio which might be used during a job search. The portfolio includes conventional versions of a curriculum vitae, letter of interest, and professional statement, such as those used in professional media like LinkedIn. 15% of final grade.
4. **Service-learning activity:** Students will contact an institution, organization or public service office to carry out the preparation of documents in Spanish, according to the institution's needs. Students will be responsible for adapting

the required content to Spanish genre conventions, and will complete the writing process considering the communicative goals required. The documents will be included in their individual portfolio to showcase their involvement in the community. 10% of final grade.

5. **Participation and Homework:** Students will read and carry out diverse activities during the course. Active class participation is needed in order to make the maximum grade. Professional behavior, respect and civility is count towards the participation grade. 10% of final grade.

6. **Participation in discussion:** Students will participate each week in the D2L Forum. Rubric in D2L. 15%

7. **Quizzes,** Students will take quizzes on the material of the class. 15%

STUDENT LEARNING OUTCOMES

Student Learning Outcomes

1. Advance Spanish writing abilities by implementing writing strategies and processes to produce a variety of professional texts in order to fulfill diverse interpersonal and presentational communication tasks.
2. Analyze and evaluate advanced writing strategies as required for academic and professional writing communication.
3. Elaborate a digital portfolio, in Spanish, to showcase communicative skills in an active job search.

Course Outline/Otoño 2026

FECHA	ACTIVIDADES	LECTURAS Y DEBERES
Sem. 1	Introducción al curso. Explicación de las actividades. Objetivos. Test diagnóstico	Cap. 1
Sem. 2	Cap. 1 – El sistema legal	Cap. 1
Sem. 3	Cap. 1 El sistema legal	Cap. 1
Sem. 4	Cap. 2 La salud pública	Cap. 2
Sem. 5	Cap. 2 La salud pública	Cap. 2
Sem. 6	Cap. 3 La banca y finanzas	Cap. 3
Sem. 7	Cap. 4 La comunidad y la policía COMUNICACIÓN INTERPERSONAL – EXPOSITIVA - ARGUMENTATIVA Comunicación interpersonal	Cap. 4
Sem. 8	Cap 4. La comunidad y la policía	Cap. 4 Entrega 1 – Escrito
Sem. 9	Cap. 4. La comunidad y la policía	
Sem. 10	Cap. 5 La vivienda y los bienes raíces	Entrega 2 – Escrito
Sem. 11	Cap. 5. La vivienda y los bienes raíces	
Sem. 12	Cap. 6 Informática y tecnología	
Sem. 13	Cap. 7 Recursos humanos	Entrega 3 – escritos
Sem. 14	TBD	
Sem. 15		¡DÍA DE GRACIAS! 🦃🦃🦃🦃
Sem. 16	Entrega de Portfolio profesional	Entrega 4 – Portafolio profesional

TECHNOLOGY REQUIREMENTS

LEARNING MANAGEMENT SYSTEM (LMS)

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online (D2L Brightspace) LMS. Below are the technical requirements:

- [LMS Requirements](#)
- [LMS Browser Support](#)
- [Zoom Video Conferencing Tool](#)

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

TECHNICAL SUPPORT

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or view [other support options](#).

STUDENT RESPONSIBILITIES FOR THE COURSE

CWID AND PASSWORD

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@etamu.edu.

TECHNOLOGY-RELATED ISSUES

Personal computer and internet connection problems do not excuse the requirement to complete all coursework in a timely and satisfactory manner. Each student needs a backup method to handle these inevitable problems. These methods might include having a backup PC at home or work, temporarily using a computer at a friend's home, at the local library, at office service companies, at Starbucks, or at an ETAMU campus open computer lab.

TECHNOLOGY REQUIREMENTS AND SUPPORT

MINIMAL TECHNICAL SKILLS NEEDED

Students will need a reliable computer and internet access for this course. Students must be able to use myLeo email, myLeo Online (D2L Brightspace), and Microsoft Office effectively.

LEARNING MANAGEMENT SYSTEM (LMS) – D2L Brightspace

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

TECHNICAL SUPPORT

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

INTERACTION WITH INSTRUCTOR STATEMENT

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail), and announcements will be posted in myLeo online (D2L Brightspace). You will not RECEIVE email through Brightspace, so be sure to check your ETAMU email for communication. Students are encouraged to check their university email daily.

INCLUDE THE FOLLOWING IN EMAILS WITH INSTRUCTOR:

- Course name and subject in the subject line
 - Salutation (Good afternoon, Dr. Jackson)
 - Proper email etiquette (no “text” emails – use proper grammar and punctuation)
 - Student name and CWID after the body of the email (possibly add to student signature on email)
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COURSE AND UNIVERSITY PROCEDURES/POLICIES

SYLLABUS CHANGE POLICY

The syllabus is a guide. Circumstances and events, such as student progress, may necessitate the instructor's modification of the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

STUDENT CONDUCT

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The [Code of Student Conduct](#) is described in detail online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

ETAMU ATTENDANCE

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#).

ACADEMIC INTEGRITY

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty, see the following procedures:

[Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

[Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)

[Graduate Student Academic Dishonesty Form](#)

USE OF ARTIFICIAL INTELLIGENCE

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that have the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided, the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources

STUDENTS WITH DISABILITIES-- ADA STATEMENT

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 reasonable accommodations for their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
East Texas A&M University

Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@etamu.edu
Website: [Office of Student Disability Services](#)

NONDISCRIMINATION NOTICE

East Texas A&M University 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.

CAMPUS CONCEALED CARRY STATEMENT

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

EAST TEXAS A&M SUPPORTS STUDENTS' MENTAL HEALTH – COUNSELING SERVICES

The Counseling Center at East Texas A&M University, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connections to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit the [Counseling Center website](#).

MENTAL HEALTH AND WELL-BEING

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code or [download the app](#) and explore the resources available to you for guidance and support whenever you need it.



As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The [Musician Health and Safety - East Texas A&M University](#) website provides links to information and resources on physical and mental well-being and offers preventive measures students can take to avoid serious and/or chronic conditions.

DEPARTMENT AND ACCREDITING AGENCY STATEMENT:

Course Specific Procedures

1. Participation

Attendance and participation in the face-to-face / virtual sessions are fundamental to succeed in this course. You are expected to attend all class meetings. For more information, please see “East Texas A&M Attendance” in “University Procedures Policies” in the next section of the syllabus.

- 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.

2. Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

3. 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; students requesting an incomplete grade should contact the instructor as soon as possible, provide all pertinent documentation, and sign the ‘X’ grade contract which details the coursework they need to complete to pass the class.

4. 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 Dr. Deborah Lelekis. If there are still unresolved issues, students need to schedule an appointment with the Department Head by completing a Student Grievance Form (available in the Department 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 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

5. Extra-credit

During the semester you will be invited to participate in different activities and short projects (cultural activities, film screening; virtual lectures, etc.). Up-to 3 extra-points will be granted after attending the event/s and completing the assigned activities.