

SPAN3520
Business Spanish Practicum
1-4 credit hours—P/F only

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Participation in a cooperative business learning practicum within a Hispanic context – either in the United States or in a Spanish-speaking country — provides a student of the Spanish language and Hispanic cultures with the opportunity to combine on-the-job career learning experience with related academic course work in the area of Business Spanish. Said practicum will therefore complement and enhance the global educational experience that a Utah State University student will have by also allowing the student to accumulate practical work experience in a Hispanic context to be used upon graduation in pursuit of a career where both knowledge of the Spanish language and Hispanic cultures are prized by future employers.

Business Spanish Practicum students are responsible to a very large extent for how much they learn and to what extent they broaden their horizons. The Business Spanish Practicum Advisor and the On-Site Practicum Supervisor are all interested in the practicum participant's growth, but they cannot possibly know each of the needs and aspirations, nor the opportunities needed, to reach a student's practicum objectives. This points to the participating Business Spanish Practicum student's need to maintain an active working relationship with both the Business Spanish Practicum Advisor and the On-Site Practicum Supervisor before and during the period of their practicum. Their activities and progress will be directly supervised and evaluated by these individuals. Participation in SPAN3520 is strictly at the discretion of Dr. J.P. Spicer-Escalante, the USU Business Spanish Practicum Advisor. PLEASE NOTE: Practicum experiences planned for the Summer term must be submitted in full before March 15 of the year in question for consideration.

CRITERIA FOR STUDENT PARTICIPATION IN BUSINESS SPANISH PRACTICUM

- Participants must have a cumulative grade point average of 3.0 or better, and can register for this practicum only by permission of the Business Spanish Practicum Advisor, who also acts as the instructor of record for SPAN3520.
- Participants must satisfactorily complete a personal interview with the Business Spanish Practicum Advisor before registering for this SPAN3520. The Practicum student should provide evidence of a Practicum offer from their respective On-Site Practicum Supervisor to the Business Spanish Practicum Advisor at or before said interview.
- Participants should have completed SPAN3510 or its equivalent –or be concurrently enrolled in SPAN3510— to participate in this practicum. Likewise, they should possess

the language skills and cultural knowledge required for placement in an introductory practicum position, as determined by the Business Spanish Practicum Advisor.

- Participants must be enrolled in an academic program related to the Business Spanish Practicum work experience and/or their specific career goals.
- Participants must register for SPAN3520 and specify, with the guidance and approval of the Business Spanish Practicum Advisor, the number of credits sought for their practicum, taking into consideration the number of hours they plan to work at their practicum site (1 hour USU credit=45 hours of practicum contact). Under no circumstance can students retroactively enroll in SPAN3520 so as to receive credit for previous work experience.
- Individual students are wholly responsible for procuring a suitable practicum experience, which must be approved by the Business Spanish Practicum Advisor before commencing the practicum. Both Students and their respective On-Site Practicum Supervisor must sign "Waiver of Liability" forms which exonerate Utah State University and the Business Spanish Practicum Advisor of any liability pertaining to the practicum before said practicum may begin.
- Students considering a Business Spanish Practicum abroad who are also receiving scholarship help, grants, V.A. benefits, CPT or any type of financial aid, will have to coordinate with the Financial Aid Office, the Veterans Office, and/or the International Student Office before beginning their practicum. Students are also personally responsible for obtaining any visas and making any travel arrangements, including lodging, if carrying out the practicum abroad (this also applies if the student is not carrying out the practicum while on campus in Logan).
- It is the student's responsibility to immediately inform the Business Spanish Practicum Advisor if there is any change:
 - +in practicum status
 - +in On-Site Practicum Supervisor
 - +in credit hours
 - +of student enrollment status
- The Business Spanish Practicum is meant for students seeking practical business experience related to the Spanish language and Hispanic cultures. Students seeking a community-oriented service-learning experience should search for such an opportunity through the appropriate channels, not through this particular practicum.

PRACTICUM CREDIT

Students who fulfill the requirements for this practicum and have received the approval of the Business Spanish Practicum Advisor, may take SPAN3520 for a maximum of four hours of credit per practicum experience, with the prior approval of the Business Spanish Practicum Advisor for each practicum request. Every hour of academic credit shall be equivalent to 45 hours of actual, documented, on-site work, which must be confirmed in writing by the On-Site Practicum Supervisor at the end of the practicum. Students will receive a P/F grade for their efforts. Although this practicum may be repeated for additional credit, Spanish Majors and Minors must take into consideration that they 1) may only apply up to three hours of credit in any applicable practicum - or combination of practicum experiences — to their Spanish major or minor degree program; and 2) may be subject to specific limits as to the number of courses that they may take on a P/F basis, as per specific university requirements. If there is any doubt, students should seek the advice of their Academic Advisor before enrolling for this practicum.

PRACTICUM REQUIREMENTS

LEARNING OBJECTIVES (20%)

A learning objective is a realistic goal that one sets for him or herself to be accomplished through the practicum experience. It will require that students learn or make use of some new habit, new or pre-existing skill, develop some new skill or talent, and/or gain knowledge related to the Spanish language or Hispanic cultures.

Due to the nature of the Business Spanish Practicum, it is necessary to project well-stated objectives to assess the extent and academic merit of the practicum. It is expected that students will include new or expanded responsibilities or learning opportunities beyond those experienced during previous periods of employment or life experiences, or in previous course work. To assure this, students are required to establish *five specific*, well-defined learning objectives for the Business Spanish Practicum experience before embarking on the practicum experience. Objectives need to be understandable, challenging, specific, measurable, attainable in the allotted time, and must be written in Spanish.

The learning objectives are to be discussed with the Business Spanish Practicum Advisor prior to beginning the practicum, and he or she must approve them for them to be acceptable. It is highly suggested that the students also discuss their learning objectives with their On-Site Practicum Supervisor to receive feedback from this individual prior to beginning the practicum experience, if possible. Adequate progress towards meeting the learning objectives will be a crucial, determining factor of the student's practicum grade. The On-Site Practicum Supervisor will rate the student's progress at the end of the practicum. Well-defined objectives will serve as a basis for a fair and adequate evaluation and assessment of the student learning that takes place. Thus, students must be careful to choose objectives that they are within their ability to accomplish during their practicum, and their progress towards the objective must be readily measurable. If some expectation of the learning objectives needs modification, this should be addressed with both the student's On-Site Practicum Supervisor and the Business Spanish Practicum Advisor as

soon as possible, but definitely before the end of the practicum as they cannot be changed retroactively.

Sample learning objectives related to the Spanish language or Hispanic cultures may be of, but are not limited to, the following types: Routine Duties, Creative Opportunities, Problem-Solving Activities, New Skills/Assignments, and/or Personal Improvement. Assistance in the development and writing of the learning objectives can be sought from the Business Spanish Practicum Advisor, although the learning objectives are the student's final responsibility.

JOURNAL (20%)

Reflection upon the gains that one's practicum experience has facilitated for the practicum student is a fundamental aspect of this practicum. Likewise, it will help the student monitor the achievement of the desired goals of the stated learning objectives.

A typed, double-spaced, daily journal in Spanish is thus required and must be presented at the end of the practicum to receive credit. Journal entries should include the tasks carried out on the given date, how they reflect the meeting of the practicum's expectations, and how they relate to the Spanish language and Hispanic cultures. This journal will also aid the student in compiling information for the Final Report, which must be completed and turned in at the end of the practicum experience.

FINAL REPORT (30%)

A comprehensive written Final Report regarding the student's Business Spanish Practicum experience and his or her completion of the proposed learning objectives must be completed in Spanish to receive credit for the practicum. This report is evaluated by the Business Spanish Practicum Advisor using the following criteria:

- The report should be a comprehensive reflection on the practicum experience, including, but not being limited to, the nature of the practicum, the locale in which it was carried out, the tasks which the student was responsible for, and a thorough description of how each learning objective was met.

The report should be typewritten in Spanish, double-spaced, and on standard 8 1/2- x 11-inch paper.

- The report should be written in a manner that can be easily understood by a reader unfamiliar with the Business Spanish Practicum.
- In the report, the student should use appropriate words and correct sentence structure, spelling, and paragraphing in the Spanish language. Carelessly written reports may reflect on the students' overall evaluation by the Business Spanish Practicum Advisor, or may be

deemed unacceptable. In such a case, the Final Report must be re-submitted with appropriate corrections.

- The use of drawings, pictures, graphs, charts, descriptions, journals excerpts, and/or other materials to supplement the written part of the report is permitted, but does not replace the need for textual descriptions of the practicum experience.
- If used, a bibliography of individuals and publications consulted during preparation of the report should be included.

While the preparation of this report is wholly the responsibility of the student, the Business Spanish Practicum Advisor can provide additional assistance and suggestions for preparing the Final Report.

ON-SITE PRACTICUM SUPERVISOR EVALUATION (30%)

An integral aspect of the Business Spanish Practicum student's final practicum grade is the written evaluation of the student's performance by his or her On-Site Practicum Supervisor.

In his or her evaluation of the practicum student, the On-Site Practicum Supervisor should include information on the student's job attendance and job performance. The evaluation must include a thorough description of how the student met - or attempted to meet— the stated learning objectives while participating in the practicum. It is wholly the student's responsibility to see that the on-site supervisor carries out the necessary evaluation and forwards it to the Business Spanish Practicum Advisor. Non-completion of this aspect will lead to a failing grade for the practicum

FINAL PRACTICUM GRADE

As the instructor of record, the Business Spanish Practicum Advisor will be responsible for posting the final practicum grade, upon evaluating the aforementioned practicum grade components.